



Saint Margaret Mary's Catholic Infant School

JOB DESCRIPTION – EYFS LEADER -TEACHER

Post title: EYFS LEADER -Teacher -
Responsible to: Headteacher
Purpose of the job: To carry out the duties of a EYFS Leader/class teacher as set out in the School Teachers' Pay and Conditions Document and Teachers' Standards.

Overall Responsibility

- To play an active role in the progress and wellbeing of pupils, ensuring quality teaching and provision, excellent learning outcomes and success for all pupils.
- To keep all aspects of paperwork including records and policies, up to date and actioned, as appropriate.

Key tasks:

A. Strategic direction, leadership and management

- Support and secure the commitment of others to the vision, ethos and policies of the school promoting high levels of achievement;
- Lead the early years team and take responsibility for the provision of high-quality learning activities throughout EYFS
- Regularly monitor progress against targets for all pupils, evaluate the effectiveness of teaching and learning by work analysis and effectively implement strategies to guide future improvements;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution; provide maximum support and ensure continuity of educational provision for pupils with SEN;
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately;

B. Teaching and Learning

- Be responsible for the teaching of children, developing a stimulating and challenging learning environment which secures high standards of learning, achievement, behaviour and discipline;
- Disseminate examples of effective planning, teaching and learning;
- Identify and promote innovative and effective teaching strategies to meet the needs of all pupils;
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs;
- Set high expectations which inspire, motivate and challenge pupils;
- Adapt teaching to respond to the strengths and needs of pupils;
- Collate assessment information, in conjunction with relevant subject leaders and the Senior Leadership Team. Monitor and evaluate the school's performance in relation to local and national results and the school's own targets identifying trends in pupil performance and issues for development;
- Contribute to assessment information through identifying and carrying out data analysis to identify pupil's strengths and needs across early years;
- Demonstrate an in-depth knowledge of the national curriculum, EYFS Framework and current legislation
- Monitor the use of resources and manage the Early Years budget, maintaining high standards throughout.



C. Whole-school organisation, strategy and development

- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and pupil development to secure co-ordinated outcomes;

D. Transition

- Establish and maintain effective transition arrangements for pupils transferring between year groups within the school. (Nursery – R) (R – 1 & Year 1 – 2)

E. General

- Create and maintain positive and supportive relationships between staff, parents and governors;
- Take on specific tasks related to the day-to-day administration and organisation of the school as requested by the head teacher;
- Assist with the organisation of, and participate, in extra-curricular activities;

