**TIMOTHY HACKWORTH PRIMARY SCHOOL**

**JOB DESCRIPTION**

**FOUNDATION STAGE LEAD**

**M6 – UPS 3 +TLR 2B**

1. **Title and** **Grade of Post**

Foundation Stage Lead, M6-UPS3 with a TLR 2B for the leadership of the Early Years Foundation Stage.

1. **Purpose of the Post**

To effectively lead the Early Years Foundation Stage within the school; to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head Teacher.

1. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

1. **Relationships**

The post holder is responsible to the Head Teacher for his/her leadership of the Early Years Foundation Stage and related teaching duties and responsibilities, and for teaching tasks.

1. **Responsibilities of The Early Years Foundation Stage Lead**

The particular responsibilities attached to this post are as follows:

To effectively lead an Early Years Foundation Stage Team, instilling inspiration and positivity throughout the team in order to raise attainment and aspirations;

To work as part of the Leadership Team to effectively contribute to the School Improvement Plan and to take the lead in the implementation of the Early Years section of this;

To be able to articulate the school’s priorities and those of the Early Years Foundation Stage to a range of stakeholders;

To work as part of the Leadership Team to promote and champion the Early Years Foundation Stage as an integral part of the whole school;

To create purposeful and high quality learning environments across the Early Years Foundation Stage;

To effectively monitor pupil outcomes to ensure that assessments are robustly analysed, evaluated and meet the required deadlines and subsequently reported to the SLT;

To undertake thorough analyses of data leading to a positive impact on provision and practice in the Early Years Foundation Stage;

To effectively support the Early Language Lead in the achievement of whole school objectives;

To lead by example through the implementation of a range of effective teaching and learning strategies including assessment for learning, employing inclusive practices to meet the needs of all learners and ensure that excellence and enjoyment is achieved;

To have an in-depth knowledge of child development;

To actively develop own leadership experiences under the direction of the SLT;

To effectively contribute to the school’s Rights Respecting ethos which enables

learners to achieve their potential through creating and leading a positive

team in accordance with the systems and policies of the school;

To effectively contribute to meetings, discussions and leadership systems

necessary to co-ordinate the work of the school as a whole;

Support and implement practices and policies which encourage mutual

tolerance and respect for diversity in all aspects of employment.