



Cleves Cross Learning Trust

Job Title:	EYFS Leader
Responsible to:	Executive Headteacher
Range:	Leadership, L1 – L5
Purpose of the role (job statement)	To manage the progression of the EYFS phase at Cleves Cross Primary and work with colleagues at Rosa Street Primary.



Responsibilities:

Teaching and Learning:


1. To be an excellent classroom practitioner and at all times, be a positive role model for children, staff and support colleagues in school
2. To teach pupils across the EYFS/Primary School age range, initially in Nursery
3. To play a major role in ensuring the continuation of high quality teaching and learning at Cleves Cross Primary School
4. To help to ensure that all the children in the class are able to learn and achieve to the best of their ability
5. To ensure that the requirements of the EYFS/National Curriculum, including arrangements for assessment and moderation are met
6. To ensure curricular policy development is focussed on continuous improvement
7. To ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them.

Pastoral Care:

1. To help promote and safeguard the welfare of all children
2. To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
3. Ensure that a high standard of care and good order for all children is maintained


Communication and Community Links:

1. To fully support the life and work of the school
2. To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors

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3. To develop and maintain links with the LA Advisory and Support Services
 4. To provide information to the Governing Body to enable it to meet its responsibilities
 5. To ensure that parents and pupils are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement

Common Duties and Responsibilities:

1. To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained
2. To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all staff
3. To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers
4. To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored
5. All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process
6. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations
7. All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work
8. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets

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9. The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation
 10. This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

General

The post holder must carry out their duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both themselves and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

The post holder will be required to comply with all Trust policies, including the no smoking policy.

This job description will be reviewed at least annually as part of the Appraisal programme. The Head Teacher may modify it after consultation at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post-holder will be expected to operate under the current School Teachers' Pay and Conditions of Service Document.

The employee will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.

PERSON SPECIFICATION – EYFS LEADER

ESSENTIAL				DESIRABLE		
	Criteria No.		Stage Identified		Criteria No.	Stage Identified
QUALIFICATIONS	E1	Qualified Teacher status.	AF,C	D1	Evidence of further study – this could be on going and/or further Professional Qualifications.	AF/R/I
EXPERIENCE	E2	Successful teaching experience in the Early Years Foundation stage	AF/R/I	D2	Teaching experience in Key Stage 1.	AF/R/I
	E3	Experience of successful and co-operative working as a member of a team.	AF/R/I			
	E4	Sound Knowledge of the EYFS Framework.	AF/I			
	E5	Track record over time of raising pupil achievement.	AF/R/I			
	E6	Track record of actively promoting safeguarding procedures in a school.	AF/R/I			
	E7	Evidence of developing leadership skills within school in the past year.	AF/I			
PROFESSIONAL DEVELOPMENT	E8	Evidence of recent professional development activities and/or training in relation to Primary/EYFS education within the past year.	AF	D3	Evidence of up to date professional development in relation to the new EYFS curriculum.	AF/R/I
KNOWLEDGE, SKILLS AND APTITUDES	E9	Detailed knowledge and understanding of the Early Years Foundation Stage curriculum.	AF/I	D4	Ability to develop and maintain a supportive and caring emotional environment for young children	AF/R/I

	E10	Ability to communicate effectively in a variety of situations and with all stakeholders.	AF/R/I	D5	Knowledge of the Early Years SEN Code of Practice	AF/R/I
	E11	Good ICT skills and ability to use effectively in all aspects of the role.	AF			
	E12	Curriculum/provision management - planning, delivery and assessment.	AF/R/I			
	E13	Ability to interpret and analyse relevant data and produce action plans.	AF/R/I			
	E14	Experience, knowledge and understanding of education partnerships.	AF/I			
	E15	A clear vision and understanding of the needs of all pupils in order to 'close the gap' in learning between pupil groups.	I			
	E16	Understanding and knowledge of current issues in education, especially EYFS.	AF/I			
	E17	Ability to incorporate characteristics of effective learning into all aspects of provision	AF/R/I			
PERSONAL ATTRIBUTES	E18	Creative, engaging and organised with the ability to respond to change in a calm and effective way.	R/I	D6	An enthusiasm for, and understanding of how, promoting and incorporating aspects of sustainability and LOTC can positively impact on children's learning	AF/R/I
	E19	Ability to demonstrate an enthusiastic, sensitive and resilient approach towards the leadership role in our staff team.	R/I			
	E20	High quality care, guidance and support for pupils and parents.	AF/R/I			

	E21	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community.	AF/R/I			
	E22	A track record of making learning fun and exciting for all children ensuring all children develop a real desire for learning and school.	AF/R/I			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.