



SOUTH HILL PRIMARY SCHOOL

Job Title: Early Years Phase Leader

Job Title: Early Years Phase Leader (full time)

Reports to: Headteacher

Salary Range: Main or Upper Pay Scale + TLR2a

This job description should be read in conjunction with the national conditions of employment for teachers and the job description for Class Teachers as this is a teaching Early Years Leader role.

Purpose of the job

- To be an outstanding EYFS practitioner, serving as a role model for colleagues.
- As the Early Years lead of the school, to share in the leadership and responsibility of the school.
- As part of the extended SLT, to lead the EYFS phase in continuous school improvement and staff development.
- To safeguard pupils and promote their wellbeing.
- Ensure that parents are well informed about the EYFS curriculum, targets, children's progress and attainment.

Specific Responsibilities

Strategic direction and development of the school

With the Headteacher:

- To lead on the aims and objectives of the EYFS setting.
- To keep up to date with and share knowledge of current EYFS practice.
- To contribute to effective school improvement in EYFS.
- To monitor and evaluate progress and attainment in the phase.

Teaching and Learning

- To provide a consistently outstanding role model as an EYFS class teacher.
- To play a major role in the development of high-quality teaching and learning throughout the EYFS.
- Support staff in establishing a learning environment that helps pupils develop with increasing independence.
- To work with the Headteacher and SLT to ensure that the EYFS curriculum links to the learning in key stage 1.
- To work with the Headteacher and SLT to ensure the ongoing monitoring and development of the EYFS curriculum.
- Be responsible for ensuring that improvements in the key areas of learning are priority targets.

Leadership and Management

- To develop the potential in EYFS staff and develop positive working relationships.
- To challenge and support teachers and support staff in developing professionally.
- To deal promptly and effectively with behaviour in the phase.
- To work with the Headteacher on the appointment and performance management of staff in your phase.
- To lead in the analysis of EYFS data and addressing next steps, with a clear understanding of data and attainment in the setting.
- To ensure her/his own continuing professional development.
- To promote and safeguard the welfare of children and young persons.

- Provide support (induction) to newly qualified teachers, supply teachers, teachers and teaching assistants who may be new to the school within EYFS setting.
- Work with the Headteacher, SBM in establishing priorities for expenditure and usage of resources.

Community and Pastoral Care

- To promote high standards of behaviour and positive attitudes for all children.
- To ensure that a high standard of care for all children is maintained.
- To develop and maintain positive and effective relationships with parents and carers, governors and other community partners.
- To support the school's work to promote equal opportunities and tackle discrimination.

General

- Take on specific tasks related to the day-to-day administration and organisation of the EYFS team.
- Take on any additional responsibilities which may from time to time be determined by the Headteacher.

Entitlement

The Headteacher and governing body are fully committed to ensuring the professional effectiveness of the Early Years Leader in this role through:

- The provision of leadership and management time.
- Annual Performance Appraisal conducted by the Headteacher and an annual review of your job description when applicable.
- Other appropriate external training for your professional development in line with the principles of school self-evaluation and EYFS priorities.
- Access to a range of professional development activities, support groups and appropriate training courses.

Safeguarding: *South Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure.*