

St. Giles CE Primary School

Job description

Teacher and EYFS Leader

Main Purpose of the Post:

- To be responsible to the Executive Headteacher and Head of School.
- To implement and deliver an appropriately broad, balanced, engaging and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support, monitor and evaluate the overall progress and development of a designated group of pupils.
- To foster a learning environment and educational experience which enables students to fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.
- To support and uphold the distinctive Christian ethos of the school.

As Early Years Foundation Stage Leader:

- To act as Foundation Stage Leader for the school, with particular responsibility for developing and improving provision, standards, progress and attainment in the EYFS.
- To direct and supervise the work of the EYFS Team of teachers and teaching assistants.
- To co-operate and liaise with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, behaviour support, Educational Psychology, health professionals and social workers).
- To ensure effective communication to enable the smooth and efficient management of the Foundation Stage.
- To be responsible to the Executive Headteacher and Head of School for the coordination of all EYFS development.
- To work in partnership with DDAT and their team of School Improvement Partners in order to strengthen provision, and participate in EYFS Networks associated with the trust and beyond.
- To contribute to subject development plans to ensure coherent development of the whole curriculum across the school.
- To facilitate and lead phase and whole school curriculum INSET.

- To develop, in conjunction with year groups and curriculum co-ordinators, the long-term plan for the curriculum in EYFS.
- To work alongside colleagues, where appropriate, and provide support to improve provision and standards.
- To work alongside the Executive Headteacher and Head of School in leading staff meetings involving EYFS matters.
- To implement and evaluate EYFS initiatives.
- To monitor and evaluate EYFS planning and provision termly and provide summaries to the Executive Headteacher, Head of School, staff and members of the Local Trust Committee on a termly basis.
- To organise and lead EYFS Pupil Progress Meetings and provide reports to stakeholders.

Duties:

- To carry out the duties of a class teacher as set out in the School Teachers' Pay and Conditions document and other relevant statutory provisions.
- To support and uphold the Christian ethos and distinctive nature of the Church of England school.

Reporting to:

The Executive Headteacher and Head of School.

Persons Line Managed by the Postholder:

- Directing and supervising the work of Teaching Assistants allocated to the class.

Professional Responsibilities:

- To teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by pupils in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
- To use a variety of delivery methods appropriate to pupils' learning styles and the varying demands of curriculum areas.
- To provide a positive and safe environment, conducive to learning; encouraging high standards in punctuality, presentation of work and relationships.

- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To communicate effectively with parents and carers of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
- To be responsible for the co-ordination of an area(s) of the school curriculum, advising on a relevant and appropriate curriculum policy and associated schemes of work.
- To monitor and evaluate learning within the curriculum area(s) in line with the school's monitoring cycle. (This may include work sampling, review of planning, visiting classrooms to sample children's learning).
- To advise the senior leadership team on standards achieved in the curriculum area(s).
- To advise on appropriate resources in the curriculum area(s).
- To advise and support other members of staff on the content and delivery of the curriculum area(s).
- To advise the Senior Leadership Team on appropriate in-service professional development in relation to the curriculum area(s).
- To contribute to the formulation and evaluation of the school's assessment practice in relation to the area(s) of the curriculum.

Other:

- To play a full part in the life of the school community, and support its ethos.
- To follow and actively promote the school's policies.
- To comply with health and safety requirements and undertake risk assessment as appropriate.
- To actively pursue own personal and professional development.
- To participate in the agreed policy and procedures for performance management.
- To support and contribute to the school's responsibility for safeguarding children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment