**Job Description**

**Job Title:** Early Years Lead

**Reporting to:** Head of School and Executive Head Teacher

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| **General**  | * To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Documents relating to the Conditions of Employment of Teachers.
* To lead and manage Early Years.
* To be a member of the school leadership team.
* To follow procedures in place to keep children and young people safe
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| **Class Teacher** | * To teach children according to the school’s curriculum and policies.
* To provide a clear structure and sequence of learning which maintains pace, progression and motivation for children.
* To plan teaching (long term, medium term and weekly) to achieve progression in children's learning by identifying clear teaching objectives, setting tasks which challenge pupils, setting clear and challenging targets for pupils (involving pupils in setting their own targets) and identifying pupils who have specific needs.
* To deliver learning that ensures progress is at least consistently good.
* To differentiate activities to meet all children's needs.
* To deliver the curriculum using a variety of teaching styles.
* To ensure a good balance between adult led and child initiated learning.
* To provide opportunities to consolidate and build upon learning.
* To encourage the children to become independent and self disciplined learners.
* To maintain an orderly classroom and establish a purposeful learning environment.
* To use the outdoor learning environment in all areas of the curriculum.
* To plan and organise at least one educational visit or visitor each half term.
* To use and keep up to date own ICT skills to teach school curriculum effectively.
* To assess children's work effectively and regularly during and after lessons and to teach children self assessment strategies so they are involved in their own assessment.
* To maintain continuity and progression in all areas of the curriculum by using ongoing teacher assessment and test assessments where appropriate.
* To establish a safe and stimulating learning environment indoors and outdoors which provides evidence of children's work through regularly updated display.
* To contribute to the whole school learning environment by display to promote effective learning
* To liaise with colleagues about planning and organisation.
* To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.
* To establish positive and effective relationships with children and their families to maximise their learning potential and to develop the school as a caring environment.
* To establish links with the community to enable children to learn from direct experience.
* To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis
* To take assemblies on a rota basis.
* To share responsibility for implementation of the school's behaviour policy across the whole school at all times.
* To identify children causing concern and those with specific needs and to inform the Head of School/DSL/SENDCo.
* To liaise with the appropriate outside agencies about children with special needs or those causing concern.
* To act as a positive role model to the children in behaviour, presentation and attitude.
* To have a positive, proactive approach to school and teaching.
* Teachers with one year’s teaching experience will have responsibility for oversight and development of one curriculum area throughout school.
* **UPS1-**Teachers consistently meet all the threshold standards in their day-to-day work. They take responsibility for their professional development, use the outcomes to improve their teaching and pupils' learning and make an active contribution to the policies and aspirations of the school.
* **UPS2**- Teachers demonstrate that they are building on the work of UPS1. Their achievements and their contribution to the life of the school are substantial and sustained.
* **UPS3 –**Teachers play a critical role in the life of the school. They are a role model for teaching and learning and contribute effectively to the work of the wider team**.**
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| **Strategy** | * To provide dynamic and strategic direction and leadership for teaching and learning in Early Years to achieve the highest quality educational provision and high standards for all.
* In consultation with Executive Head Teacher, Head of School, staff and governors, create and maintain the ethos, values and aims of the school.
* To have high expectations and lead by example, ensuring equality of opportunity for all.
* To lead, plan for and provide high quality transition into school from home or nursery to ensure a positive start to school life.
* To work with y1 teachers and KS1 lead to ensure smooth transition between Reception and year 1.
* To provide an Early Years curriculum that develops the whole child.
* To keep under review, the work and organisation of Early Years and monitor and evaluate the effectiveness of the EY curriculum in the light of pupil needs, national and local priorities.
* To contribute to the School Improvement Plan in consultation SLT/HoS and Executive Head Teacher, including writing and monitoring the EY section.
* To ensure implementation of key statutory policies, including equal opportunities, anti-racism and special needs and to promote an understanding of multi-culturalism.
* To lead Early Years through rigorous self-evaluation and action planning, resulting in raised standards.
* To provide guidance and support to pupils from different backgrounds on education, health, social, spiritual, moral and cultural matters, and on their future education; differentiated according to their needs, interest and interests and culture.
* To work closely with EY leads from across the Trust to develop shared approaches where appropriate and to utilise strengths from every school to support development of EY in each school.
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| **Finance and Resources** | * To ensure Early Years resources are of a high quality, support the curriculum and are well managed and allocated in accordance with the budget setting process.
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| **Curriculum and Learning** | * To lead the development of Early Years within school and ensure that each pupil's educational programme meets their individual needs.
* To monitor and evaluate the standards of teaching and learning and pupil progress in Early Years acting quickly to address concerns or underperformance.
* To ensure there is a broad, balanced and relevant curriculum, in line with Early Years expectation in consultation, where appropriate, with pupils, parents and the community.
* To lead in the provision of excellent learning and teaching across all aspects of the curriculum.
* To work with the SLT to coach staff to develop their teaching skills based on areas of development identified in observations.
* Ensure that systems are in place for sharing and demonstrating best practice.
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| **Liaison** | * To develop positive relationships with parents, local schools and the local community.
* To work cooperatively and collegiately with colleagues in school and across the Trust to ensure the best possible progress and attainment for all pupils in English.
* To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential.
* Provide reports to the local Governing Body and the Board of Trustees.
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| **Personal Development** | * To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed.
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| **Other** | * To comply with the Trust’s policies and procedures and to ensure others do too.
* To comply with health and safety policy and systems, report any incidents/ accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
* These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher and the Trust may determine from time to time.
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