



Wheatlands Primary School Job Description



TLR POST TITLE - FOUNDATION STAGE LEADER

STATUS OF THE POST

This is a senior post within the school's structure, which carries with it membership of the Management Team. The post holder is accountable to the Head Teacher.

MAIN PURPOSE OF THE POST

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's additional accountability will be for raising the standards of teaching, learning and attainment for Nursery and Reception children. They will also be responsible for the pastoral care of all the children within the team.

The Job Description should be read alongside the range of professional duties of Teachers as set out in part XII of the Teachers' pay and Conditions Document. The post holder will be expected to undertake duties in line with the Teachers Standards for qualified teachers.

PROFESSIONAL RESPONSIBILITIES

- Undertake particular duties as may reasonably be assigned by the Head.
- Undertake further training and professional development which aim to meet the needs identified in performance management.
- Review from time to time, the methods of teaching and programmes of work.

MAIN DUTIES

The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Teaching

- *Create and manage a learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential.*
- *Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.*
- *Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.*
- *Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.*
- *Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.*
- *Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.*
- *Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.*
- *Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.*
- *Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support.*

- *Prepare and present informative reports to parents.*
- *Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.*
- *Liaise with agencies responsible for pupils' welfare.*
- *Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.*
- *Set a good example to the pupils they teach in their presentation and their personal conduct.*
- *Evaluate their own teaching critically and use this to improve their effectiveness.*
- *Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.*
- *Contribute to the development and application of priorities, policies and activities to enable the achievement of the SIP.*

Whole school organisation, strategy and development

- *Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.*
- *Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.*
- *Subject to paragraph 53.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.*

Health, safety and discipline

- *Promote the safety and well-being of pupils.*
- *Maintain good order and discipline among pupils in accordance with the school's behaviour policy.*
- *Complete risk assessments as appropriate.*

Communication

- *Communicate effectively with pupils, parents and carers, colleagues and governors.*
- *Collaborate and work with colleagues and other professionals within and beyond the school.*

Management of staff and resources

- *Direct and supervise support staff assigned to them and where appropriate, other teachers.*
- *Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.*
- *Deploy resources delegated to them.*

Professional Development

- *Participate in arrangements for the appraisal and review of their own performance and where appropriate, that of other teachers and support staff.*
- *Participate in arrangements for their own further training and professional development and where appropriate, that of other teachers and support staff including induction.*
- *Attend staff meetings and training sessions.*

Safeguarding

The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and the DfE document Keeping children safe in education Part 1: Information for all school and college staff, Annex B & Part 5: Child-on-child sexual violence and sexual harassment (Sept 2022).

To ensure that the Designated Safeguarding Lead is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

SPECIFIC RESPONSIBILITIES

- *Make an impact on the educational progress of children beyond those directly assigned.*
- *Ensuring that appropriate attainment targets exist for individual children and for Early Years as a whole.*
- *Ensuring that children experience an educational programme that is personalised to the particular needs identified through the school's assessment system.*
- *Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.*
- *Assess, record and report on the development and progress of Early Years children, analyse data to promote the highest possible aspirations and target expectations and actions to raise achievements.*
- *Monitor short, medium and long term planning ensuring the differentiated needs of all children are met.*
- *Monitoring progress and taking relevant appropriate action.*
- *Contributing to the relevant sections of the SEF.*
- *Liaising with external support agencies.*
- *Liaising with the other 3 phase leaders to ensure continuity and progression.*
- *Leading developing and enhancing the teaching practice of the team.*
- *Monitoring the quality of teaching and learning and sharing judgments with teachers and support staff as appropriate.*
- *Identifying key professional developmental needs*

The post holder will be responsible for the induction of new staff within the team and will ensure appropriate provision and oversight of the activities of parents and others working in a voluntary capacity.

The post holder will be professionally accountable for the work of the Early Years Team acting as performance management reviewer to all teachers within the team.