 

**Job Description**

**Job Title:**  EYFS/KS1 Lead

**Grade:** MPS/ UPS + SEN allowance + TLR2b

**Job Location:** Ash Trees Academy

**Responsible to:**  Head of Academy

**Job Purpose**

To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and The Professional Standards for Teachers

* To lead on identified areas as required by the Head of Academy.
* To undertake the duties of a key stage/ phase lead.
* To lead an area of academy improvement as relevant to the academy key priorities
* To have a commitment to the agreed whole Trust vision and values. To positively promote and contribute to the team ethos of the academy.
* To take an active part in relevant meetings/working groups.
* To actively promote and implement whole academy policies.
* To have high expectations of the pupils in work, attitude and behaviour.
* To have pastoral care of the phase group, within the academy ethos.
* To relay any concern to the Senior Leadership Team and the Head of Academy.
* To continue personal and professional development.
* To have a high level of contact with, and responsibility for, pupils.
* To safeguard and promote the welfare of pupils for whom you have responsibility or come into contact with, to include adherence to all specified procedures
* **Main Responsibilities**
* To support the ethos, values and aims of the academy
* To contribute to and follow the agreed policies of the academy
* To comply with the Trust’s Health and Safety policy and undertake appropriate risk assessments
* To have high expectations of themselves and all pupils and to act as an example to pupils within the academy environment
* To contribute to the evaluation and monitoring of the academy curriculum
* To work as a member of a team and to contribute positively to effective working relationships within the academy
* To engage actively in appraisal and Professional Development
* To ensure that there is a well-planned, sequential curriculum within EYFS/KS1 that meets the needs of pupils in each pathway at Ash Trees.
* To ensure that the curriculum is well-resourced and that teachers and Teaching assistants have the appropriate training and support to deliver the curriculum effectively.
* To ensure that progress is frequently monitored and curriculum or teaching and learning is evaluated appropriately
* To have a full understanding of developmental curriculum and national curriculum and be able to match that to SEND needs.

**Main Leadership Roles and Responsibilities:**

* Lead on the development of the curriculum within EYFS and KS1 in liaison with Senior Leadership Team across your phase ensuring that there is a broad and balanced curriculum linked to appropriate pupil needs.
* Quality assure the planning and teaching within EYFS/KS1 in conjunction with the Leadership Team.
* Ensure that the EYFS is developed with close working partnership with the Assistant Head of Academy to deliver excellent outcomes for pupils
* Ensure that the academy is compliant with the statutory requirements for the EYFS alongside the Assistant Head of Academy
* Lead on and advise on schemes of work and curriculum within the EYFS/KS1 in conjunction with the Senior Leadership Team, coordinating a collaborative approach to planning.
* Responsibility for the updating self-evaluation and action plan in relation to areas relating to their area of responsibility.

Monitor and quality assure pupil progress information.

* Responsible for assessment, recording and reporting of progress information.
* Leading on operational areas for KS1/EYFS such as staffing on Rievaulx Site, working in liaison with the leadership team.

**Professional responsibilities**

The post holder will be expected to match the characteristics described in the Teachers’ Standards framework for a subject leader and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

* Making a positive impact on the educational progress of pupils within the area of the school for which they have responsibility and across the curriculum
* Ensuring that each individual student is on an appropriate pathway for progression.
* Ensuring that appropriate targets exist for individual pupils and for each of the academy’s year groups in EYFS/KS1.
* Monitoring and reviewing pupil progress against targets and ensuring appropriate follow-up action
* Ensuring that pupils experience an educational programme that is personalised to their particular needs as identified through a robust assessment system
* Contributing to the academy’s on-going self-evaluation process
* Developing and monitoring specific curriculum initiatives
* Contributing to the production, implementation and review of the Academy Development Plan and SEF, and contributing where appropriate, to school improvement priorities across the curriculum
* Leading, developing and enhancing the teaching practice of others within the subject area
* Providing an effective role model in terms of own classroom practice and apply successful strategies that meet the needs of all pupils.
* Monitoring the quality of teaching and learning through lesson observations and other strategies to identify progress and progress over time
* Identifying key professional developmental needs for staff in EYFS/KS1
* Ensuring that such needs are addressed through the provision of high-quality coaching and mentoring Challenge?
* Promoting an ethos of teamwork and a culture of sharing
* Motivating colleagues and ensuring effective professional and working relationships
* Liaising with multi-disciplinary professionals to obtain the best outcomes for pupils
* Managing and developing the work of colleagues within the subject area

The post holder will be professionally accountable for the work of all staff in terms of a consistent approach to science and maths. The post holder may be the performance management team leader for individual staff as named in the academy’s performance management schedule. The post holder will be responsible for the induction of new staff within the subject area.

**Other specific professional responsibilities**

The post holder will be accountable for

* Ensuring that the aims and objectives for their areas of the academy are the subject of regular review and consultation.
* Management of all funds allocated to the subject /aspect area
* Organising an enrichment programme and events to showcase the work done EYFS/KS1
* Carrying out any other reasonable duties as assigned by the Head Teacher

General Requirements

* Liaising with external support agencies where appropriate
* Planning own professional development to further enhance the provision.
* Being an effective role model for the standards of behaviour expected of learners and staff
* Undertake additional duties and responsibilities commensurate with the role, as directed by the Leadership of the Trust

Professional Values and Practices

* Having high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Having high expectations of all staff; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their professional development through effective support and challenge
* Treating learners and staff consistently with respect and consideration, and being concerned with their development
* In line with the Trust’s policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues across the trust, in particular Head of Academy and Senior Leaders as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within the Trust’s policies and procedures and being aware of legislation relevant to personal role and responsibility in the provision
* Recognising equal opportunities issues as they arise in the provision and responding effectively, following Trust policies and procedures.
* Building and maintaining successful relationships with learners, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Ascent Academies’ Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

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