



## Job Description – Early Years Lead and Class Teacher

Required for September 2024

Job Title	Early Years Lead and Class Teacher
Scale	M1-UPS3 (+TLR for experienced candidates)
Responsible to	Headteacher

### Job Purpose

- To provide leadership, development and management of the teaching and learning of all pupils.
- To deputise for the Headteacher in their absence
- To lead, develop and support outstanding quality first inclusive teaching and learning practice, whereby all pupils, including those with particular learning needs, make the required progress and realise their potential
- To lead the school practice in pastoral care and organisation.
- Contribute to planning curriculum lessons that target pupils of all abilities
- The post will require you to work in partnership with the headteacher, governors and staff to ensure the continuous improvement of the school.
- The position will have a teaching commitment with non-contact management time – providing release time to support delivery of the school improvement plan.

### Main Responsibilities

#### Early Years Leadership:

- Provide visionary leadership for the Early Years phase, driving excellence in teaching and learning.
- Develop innovative and detailed curriculum plans which meet the needs of learning and incorporate the EYFS framework
- Collaborate with colleagues to implement curriculum plans that meet the needs of young learners.
- Mentor and support Early Years staff, fostering a culture of continuous professional development.
- Establish strong partnerships with parents and caregivers, ensuring effective communication and involvement in their child's education.
- Oversee the day-to-day operations of the Early Years unit, ensuring a safe, nurturing, and stimulating environment for all children.

#### Teaching and Learning

- Deliver high-quality teaching and learning experiences in line with the school's curriculum and educational objectives.
- Create engaging lesson plans that cater to the diverse needs and interests of individual students.
- To identify strategies for raising the attainment of all pupils
- Lead on the development of Early Years teaching staff to improve the quality of teaching and raise the level of challenge and support in lessons

- Use regular assessments to monitor progress, set targets and respond accordingly to the results of such monitoring
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community and encouraging all pupils to fulfil their potential, in the widest sense, and maintain a lifelong enthusiasm for learning and personal development.
- Promote the active involvement of pupils in their own learning.
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.

#### **Developing self and managing others**

- Promote and safeguard the safety and welfare of children and young people.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches to learning within the school and beyond
- Support the headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

#### **Other duties and responsibilities**

- Promote high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct
- Be aware of and comply with Trust policies and procedures including child protection, financial regulations, health, safety and security, confidentiality and data protection
- Contribute to the guiding principles and values of the Trust
- Attend and participate in relevant meetings as required
- Flexible and willing to work between different sites as required
- Undertaking such duties as reasonably correspond to the general character of the post and commensurate with being a member of the school's senior leadership team.
- Other reasonable duties commensurate with the scale of the post as directed by the Headteacher

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.