



Job Description

Post title: Early Years and KS1 Phase Leader

Please note that the Job Description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Grade: UPS

Reports to: The Co-Head Teachers

Responsible for: Teaching and support staff within the Phase

Overview of role and responsibilities

To provide professional leadership, including compliance with regulatory requirements and school policies, and to ensure the School delivers the highest standards of care and education for all the children in Early Years Foundation Stage and Key Stage 1. The Early Years and KS1 Phase Leader is a full-time class teacher and a member of the Senior Management Team.

General responsibilities

- Develop the EYFS and KS1 setting;
- To support the School's commitment to safeguarding children;
- To be an excellent classroom practitioner and team leader.

Key responsibilities

School leadership:

- Lead the Early Years and Key Stage 1 Team;
- Lead areas of the strategic development of East Markham Primary School following the School Improvement Plan;
- Lead the design, planning, monitoring and evaluation of the EYFS and KS1 curriculum, including the analysis of performance data;
- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement;
- Work in collaboration with the Co-Head Teachers in the recruitment and selection of staff for the Phase;
- Provide initial induction, support and assessments for EYFS and KS1 teachers;

- Liaise with colleagues to identify training needs and CPD opportunities;
- Promote and support a learning ethos among staff by organising and participating in peer observations.

Teaching and learning:

- Be responsible for the teaching of a class, developing a stimulating and challenging learning environment;
- Ensure effective planning, assessment and record keeping;
- Be responsible for the pastoral care of pupils, ensuring the highest standards in personal and social behaviour;
- In conjunction with the SLT, support teachers in planning appropriate strategies to achieve pupil progress target levels;
- Communicate and consult with parents and carers about children's progress and attainment, encouraging parental involvement;
- Maintain a high standard of display both in the classroom and in other areas of the school.

Assessment:

- Ensure that teachers within the Phase plan, prepare for and implement agreed assessment procedures and that outcomes are moderated and recorded accurately;
- Provide the SLT with pupil performance information for the phase.

Staff development:

- Lead and participate in staff training and development opportunities, as appropriate;
- Act as a mentor to colleagues and encourage collaboration, cooperation and teamwork;
- Demonstrate a commitment to your own continuing professional development;
- Keep abreast of current developments in teaching and learning and inform others, as appropriate.

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by Nottinghamshire County Council.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Nottinghamshire County Council's Equality Policy.