

## WESTMINSTER PRIMARY SCHOOL

Class Teacher with responsibility for leadership of EYFS

**SALARY SCALE:** MPS/UPS and TLR 2

### **JOB DESCRIPTION**

1. **Job Title:** Class Teacher with responsibility for leadership of EYFS

2. **Job Purpose**

To promote the general educational progress and well being of pupils in the school. The appointment is subject to the current conditions of employment for teachers contained in the School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3. **Duties and Responsibilities**

In addition to the requirements of a class teacher, areas of responsibility and key tasks are:

#### **A. Strategic direction and development for the school**

- support the vision, ethos and policies of the school and promote high levels of achievement throughout school;
- support the creation and implementation of the school development plan;
- support all staff of EYFS in achieving the priorities and targets of the school sets and monitor progress;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact in school;
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment.

#### **B. Teaching, learning and assessment, to:**

- be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
- be responsible for the pastoral care of pupils in a class and throughout the EYFS, promoting self-discipline and good behaviour at all times, in accordance with school policies;
- take responsibility for the development and monitoring of curriculum provision and the learning environment, within the EYFS, liaising appropriately with the headteacher, other leaders and class teachers;
- support the headteacher and other senior leaders in the monitoring of the quality of teaching, learning and assessment of children's achievements across the EYFS, including the analysis of performance data to inform future planning and interventions;

- support the headteacher and other senior leaders in developing links with parents;
- establish and maintain effective transition arrangements for pupils from Nursery to Reception and from Reception to Year 1.
- Fulfil the responsibilities of EYFS leader as follows:
  - To be responsible for monitoring of teaching and learning, evaluation and review, with an overview on progression, continuity and support for pupils.
  - To contribute to the School Development Plan by taking a lead role in identifying the needs in EYFS, setting specific targets and developing an EYFS action plan.
  - To be responsible for implementing and reviewing policy and planning to ensure continuity, progression and differentiation.
  - To liaise with the Assessment Co-ordinator to ensure that the assessment and recording procedures for the EYFS Profile are accurate, organised and up to date.
  - To control, evaluate, audit and requisition books, materials and equipment for the teaching and learning in EYFS.
  - To keep up to date with current educational thinking through books, journals, and government publications. To disseminate information to colleagues where necessary.
  - To inform newly appointed staff and adults working in school of relevant policy and practice.
  - To liaise with other schools and agencies in relation to the EYFS as appropriate.
  - To generate interest and understanding of the EYFS amongst parents.

C. Leading and managing staff, to:

- support the headteacher and other senior leaders in developing positive working relationships with and between all pupils and staff;
- work effectively with the head teacher and other staff to ensure that the standards of attainment continue to rise for all children;
- lead groups of staff in development activities and evaluate outcomes;
- support the performance management process as required and use the process to develop personal and professional effectiveness;
- provide support to newly qualified teachers, supply teachers, teachers and teaching assistants who may be new to the school;
- ensure that the headteacher and trustees are well informed about policies, plans and priorities for your designated area, objectives and targets, and any future development needs.

D. Effective deployment of staff and resources, to:

- support the headteacher in the deployment of staff and support these staff in their duties;
- work with the headteacher in establishing priorities for expenditure for identified areas, and in monitoring the effectiveness of spending and usage of resources.

E. General, to:

- take on specific tasks related to the day to day administration and organisation of the school, as requested by the headteacher;
- take on any additional responsibilities which might from time to time be determined;
- create and maintain positive and supportive relationships with staff, parents, trustees and parents;
- to engage with appropriate training opportunities to promote professional effectiveness in this role;
- develop and maintain effective partnerships with other settings in the local community.

**4. Line Management - responsibility to and for:**

- A. Responsible to the Head Teacher
- B. Responsible for the supervision of designated teaching and support staff

**5. Conditions of employment**

The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time, also any local agreements and LA guidance on interpreting teachers' conditions of service.

**6. Review and Amendment**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

**7. Complaints**

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation .....  
Signature of the Head Teacher

Copy received by .....  
Signature of the Postholder

Date .....