



Job Description: EYFS Leader

The Diocese of Norwich Education and Academies Trust and St Peter and St Paul Carbrooke Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher
Grade	MPS/UPS
Hours	1.0 FTE
Location	Based at St Peter and St Paul Carbrooke Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust.

Job Purpose

You are required to carry out the duties of a teacher as set out in the Schoolteachers' Pay and Conditions Document.

The EYFS Leader is a significant part of the leadership structure of the school. You are required to manage all aspects of EYFS and make a significant contribution to the school.

Duties and responsibilities

- Support and model the aims and ethos of the school.
- Understand issues relating to the organisation, including data trends.
- Model, support and uphold the school's policies.
- Support other leaders in the development and running of the school.
- Contribute to staff development activities.
- Develop links with governors, LA, outside agencies and other schools.
- Set a good example in terms of dress, punctuality and attendance.
- Demonstrate the very best teaching practice and classroom management consistently
- Constantly strive for excellence, look beyond school for research ideas and be forward thinking in terms of new educational developments that could impact upon the school.
- You may also be asked to undertake other duties in line with your management role within the school.
- Ensure that you take an active role in your own professional development.
- Be active within and fully committed to working in collaboration across the Trust.
- Uphold the school's robust safeguarding policy and processes.
- To develop a collaborative and co-operative approach as a Reception team.
- To be aware of the pastoral and well-being needs of staff, pupils and parents within the team, and advise senior leaders of any concerns.
- To induct, support and monitor new staff within EYFS.
- To regularly meet with staff within the EYFS, ensuring that they are aware of expectations or changes in school policy and practice.
- To provide guidance for EYFS staff, ensuring that members of the team are fully prepared and trained, where required, in the school's planning, marking and assessment systems.

- To build relationships with the local nurseries, ensuring that transition into school is well managed.
- To support staff in meeting moderation and assessment requirements and deadlines, and being a role model for staff in these processes.
- To be an exemplary class room practitioner and use this practice to develop and support staff where necessary.
- To monitor and support the improvement of teaching in EYFS by challenging aspects of practice that need development or does not meet school policy, and by then coordinating or leading support and development opportunities.
- To be responsible and accountable for pupil outcomes within EYFS, through a process of monitoring, evaluating and reviewing pupil progress and teaching outcomes, and ensuring that appropriate interventions are in place.
- To ensure that the needs of all pupils within EYFS are met, including those with special needs, EHCP's, or disadvantaged pupils, and support staff where necessary in providing effective provision.
- To manage behavior effectively, following school policy by acting as a contact point for pupils and parents of the phase, and advising senior leaders of any ongoing issues or concerns.
- To ensure that routine matters within the phase are carried out appropriately, e.g. that out of school visits meet school policy; that communication home to parents is appropriate etc.
- To assess children's learning regularly, moderating judgements with other staff, and completing statutory assessments in a timely manner.
- To ensure transition into KS1 is smooth, liaising with Y1 teachers and ensuring that the children are prepared for KS1 expectations.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of EYFS Leader are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:

Date: