

Woodside Academy

JOB DESCRIPTION

Post held:	EYFS-KS1 Phase Lead
Job purpose:	To lead and inspire teaching staff within EYFS-KS1 to ensure the best possible outcomes and that children are excellently prepared for the next stage of their education and lives.
Salary scale:	MPS/UPS + TLR1 + SEN point
Responsible to:	Headteacher

We are looking to appoint an outstanding leader for Reception–Year 2 who in addition to the requirements of a class teacher, will be responsible for the following areas and key tasks:

A. Strategic direction and development of EYFS-KS1 provision in the school – with the support of, and under the direction of the Headteacher and Deputy Head to:-

- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum;
- Analyse and interpret relevant school, local and national information relating to EYFS and Reception Baseline Assessment and KS1 Statutory checks and advise the Headteacher on the level of resources required to maximise attainment and progress, so that each child is excellently prepared for the next stage of their education and life;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of personalised and tailored provision in the KS3 area;

B. Teaching and learning – to:

- Develop a phase environment and pedagogy which secures effective learning across the breadth of the new EYFS curriculum framework and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of attainment, behaviour and discipline;
- Support the identification of, and disseminate the most effective teaching approaches for pupils with additional educational needs and ASD ;

- Collect and interpret specialist assessment data relating to Reception-Year 2 to inform practice;
- Regularly monitor progress of phase objectives and targets for pupils from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis, pupil discussion and observations and use this information to guide future improvements;
- Work with pupils, class teacher and key stage managers to ensure realistic and challenging expectations of pupils in EYFS-KS1;
- Liaise effectively with staff within the Secondary provision to ensure the successful transition of pupils through the school.

C. Leading and managing staff – to:-

- Achieve constructive working relationships and establish opportunities for the development of the provision;
- Provide regular information to the Headteacher and governing body on the evaluation of phase provision which feeds into the School Development Plan;
- Advise on and contribute to the professional development of staff working within the phase and across the school.

D. Effective deployment of staff and resources – to:

- Advise the Head Teacher, SLT and governing body of priorities relating to EYFS-KS1, for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of EYFS-KS1 policies;

E. General – to;

- Take on any additional responsibilities which might, from time to time, be determined.
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

F. School specific responsibilities and tasks:

- Attendance to and participation in SLT meetings
- Scheduling and leading of phase meetings to address areas of development
- Undertaking of regular robust phase monitoring including reporting of findings to Headteacher
- Preparation of termly governor reports
- Leading whole school events and assemblies