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| School: | Light Oaks Infant School |
| **Job details** |  |
| **Job title:** | Teacher with responsibility for Leading the Foundation Stage |
| **Grade:** | Mainscale  **+ TLR 2 (**£2,666) |
| **Location of work:** | Infant School age range 3-7 |
| **Directly responsible to:** | The Headteacher |
| **Directly responsible for:** | See below |
| **Hours of duty:** | 1265 per annum |
| **Primary purpose of the job:** | To provide an effective education for children by teaching within the framework provided by the Governing Body and the Local Education Authority and with regard to all statutory requirements.This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Post ref no:** |  |
| Main duties and responsibilities/accountabilities |
| * To fulfil the Conditions of Employment for School Teachers as laid down in the Pay and Conditions Act 1991 and subsequent amendments.
* To provide a well-managed, stimulating and effective learning environment for children.
* To prepare curriculum plans and programmes of work which are appropriate to the needs, experience and knowledge of pupils.
* To deliver each pupil’s entitlement to a broad and balanced curriculum.
* To work towards continuity in planning, evaluations and records, especially at times of transition.
* To contribute to whole school curriculum development and to reflect such initiatives in classroom planning and practice.
* To participate in professional development initiatives established by the school and by the Authority.
* To develop and maintain relationships with parents as partners in their children’s learning.
* To work co-operatively within the staff team.

Teaching and Learning Responsibilities* Act as a role model to other teachers and carry out the duties of a classroom teacher and phase leader as specified.

Strategy* Have overall responsibility for the Foundation Stage (including Nursery Curriculum)
* Have overall responsibility for standards in the EYFS
* Take an active role within the Senior Management Team, including reporting to stakeholders about attainment and progress of all children
* Communicate effectively & professionally with all staff in the EYFS & across school
* Work as an effective team participant with other members of the Senior Management Team to drive whole school improvement
* Developing good working relationships with the governors, staff, pupils, parents/carers, community and the LA to provide the very best support for all of our children
* Promote the school ethos
* Foster a learning atmosphere in the school

Curriculum* Monitor the quality of curriculum provision throughout the EYFS and implement improvements where necessary
* Follow guidance from the LA and the EYFS Statutory Framework
* To oversee planning across Nursery and Reception
* Oversee the maintenance, renewing and updating of resources where appropriate
* Teach lessons of a consistently high quality

Assessment* Take Responsibility for all aspects of assessment across EYFS and KS1, including moderation and maintenance of the EYFS profile

Staff management and development* Undertake line management of teachers and support staff regarding curriculum guidance, including carrying out support staff appraisal
* Provide induction of new staff to the EYFS
* Plan and deliver INSET to support school improvement

Carry out any duties as may be reasonably required by the Headteacher.To undertake such additional duties as are reasonably commensurate with the level of this post. |

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised:

**Prepared/revised by:**

**Agreed job description signed by holder:**

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| **Job title** | **Grade** | **School** | **Location** |
| Teacher  | Mainscale +TLR | **The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**  | Light Oaks Infant School |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
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|  | Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.  | A/I/P |
|  | Displays commitment to the protection and safeguarding of children and young people | A/I |
|  | Experience of teaching children at primary Level | A/I |
|  | Qualified Teacher status with evidence of successful completion of NQT induction year. | A/I/C |
|  | Excellent classroom practitioner | A/I |
|  | Sound knowledge of the EYFS | A/I/P |
|  | A clear understanding of how to raise standards within the EYFS | A/I/P |
|  | Experience of modelling, guiding, supporting and advising colleagues | A/I |
|  | Efficient, well organised approach with an ability to work with minimal supervision | A/I/P |
|  | Ability to use data at all levels to ascertain trends and make plans for improvement | A/I |
|  | Experience of effective liaison between different stakeholders within the school community | A/I |
|  | Successful experience of subject leadership | A/I |
|  | Commitment to inclusive practice, excellent support and guidance for learners | A/I/P |
|  | Ability to manage other staff within the EYFS to maximum benefit of pupils | A/I/P |
|  | Experience using assessment systems and target setting for improvement | A/I |
|  | A commitment to playing an active part in After School Activities. | A/I |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Experience of leading INSET and providing staff training | A/I |
|  | Experience of conducting lesson observations and giving developmental feedback | A/I |
|  3. | Experience of mentoring and coaching staff | A/I |
|  4. | Experience of leading transition into KS1 | A/I |
|  5. | Ability to track and monitor attainment and progress using effective record keeping systems | A/I |

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| **Completed by** | **Date** | **Approved by** | **Date** |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre