**St. Patrick’s R.C. Primary School**



**Class Teacher and EYFS leader**

All post-holders are expected to demonstrate a commitment to equal opportunities and safeguarding. This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification and you should refer to these

**Job Description/Summary of role**

* To be a positive role model to staff and pupils by playing a full part in the life of the school and its community in support of the school mission statement.
* To support the head teacher by leading and managing the EYFS team to provide high quality learning for all children within a safe, secure, happy and caring environment.
* To work in a collaborative way with all members of the teaching and support staff to ensure that high standards are recognised, valued and maintained in all areas of the curriculum.
* To contribute to the strategic direction of the school as a middle leader and enable the fulfilment of the vision for the school through the day to day support of decisions made.
* To recognise the importance of confidentiality.
* To recognise the importance of and understand how to safeguard children.

**Key accountabilities**

**Mission**

* To support the school’s mission statement and be a positive role model to staff and pupils.
* To be full involved in the life of the school and its community.
* To Lead acts of worship with staff and children

**Teaching**

* To be an outstanding teacher.
* Lead by example with stimulating teaching that inspires the children to learn and want to learn.
* Motivate and empower all staff to secure expertise in their respective roles through continuous professional development.
* To take the lead in developing highly effective teaching and learning within EYFS by working alongside staff.

**Lead, and Evaluate**

* Lead groups of staff in development activities and evaluate outcomes: monitor impact on teaching and learning.
* To take the lead in developing highly effective teaching and learning within your Key Stage by working alongside staff.
* To monitor the quality of teaching and learning through lesson observation, scrutiny of work, planning and pupil interviews.
* To follow school policies and procedures

**Team work/Communication**

* Support the SLT in developing positive working relationship with and between all pupils and staff throughout EYFS and beyond.
* Create and maintain positive and supportive relationships with staff/parents /carers and Governors.
* To be adaptable approachable, calm, self-confident and self-motivated in dealing with staff, children, parents and governors by using good interpersonal skills.
* To be responsible for building relationships, promoting teamwork and to help with the induction of new staff.
* Ensure with the SLT that Governors are well informed about policies, plans and priorities for the development of staff, effectiveness in meeting objectives and targets and any future development needs relating to EYFS.

**Monitoring and Accountability**

* Monitor, evaluate and review relevant policies.
* To monitor the quality of teaching and learning through lesson observation, scrutiny of work, planning and pupil interviews.
* To report termly to Governors and other stakeholders on standards and provision in EYFS and use this information to inform self- evaluation.
* To develop polices and ensure they are followed,
* To monitor and track the progress of children by interpreting assessment data for individuals and cohorts to identify support and intervention programmes where necessary in consultation with the class teachers and special needs co-ordinator.
* Ensure that all teaching staff are familiar with the ICT systems to ensure they are used effectively to support pupil learning throughout EYFS.
* To manage assessment procedures throughout years N/R by agreeing assessment dates in consultation with the head teacher and oversee the profile in EYFS and ensure that data is entered into the assessment systems by staff.
* Attend and lead meetings

**Transition**

* To take a leading role in consultation with the head teacher/Deputy in ensuring effective transition between each year group.

**St. Patrick’s R.C. Primary School**

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**EYFS and KS1 Leader Person Specification**

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|  |  |  |
| --- | --- | --- |
| **Faith Commitment** | **Essential**  **/Desirable** | **Source** |
| * Practising Catholic * Show understanding of and support for the distinctive nature of a Catholic School * Demonstrate understanding of and commitment to curriculum RE * To recognise the need to be fully involved in the life of the school and its community. * To be willing and able to lead acts of worship with staff and children | D  E  E  E  E | A*/I/R*  *A/I/O*  *A/I/O/R*  *A/I*  *A/I* |
| **Qualifications, Experience and Professional Development** |  |  |
| * Qualified Teacher Status * Catholic Certificate of Religious Studies * Teaching experience and understanding of the Key Stage they will be Leading * Experience of working in an EYFS unit * Experience of leading a Key Stage * To be able to take the lead in developing highly effective teaching and learning within your Key Stage by working alongside staff. * To have experience of monitoring planning and lessons scrutinising work and completing pupil interviews. * Understanding of Pupils Educational Development * Understanding of the different Key Stages and the expectations for children in each year group * To have experience of monitoring and tracking the progress of children and putting support into place to help them to move on * Review policy and ensure it is put into practice eg behaviour systems * Up to date knowledge of curriculum developments * To be part of the self-evaluation process * Understanding of the importance of safeguarding children | E  D  E  D  D  E  D  E  E  D  D  E  E  E | A/I  A/I  A/I  A/I/R  A/I/R  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Experience of Teaching** |  |  |
| * Evidence of outstanding classroom teaching * Provide stimulating teaching that inspires the children to learn and want to learn. * The capacity to inspire and motivate others, leading by example * Have an understanding of pedagogy | D  E  E  D | A/I/R/O  A/I/O  A/I  A/I |
| **Personal Skills and Abilities** |  |  |
| * Ability to communicate effectively * Ability to work effectively with others * High level of organisational skills * The ability to work effectively with parents, staff and Governors * Effective time management * Demonstrates a high level of Standard English * Able to support others | E  E  E  E  E  E  E | A/I/O  A/I  A/I  A/I  A/I  A/I  A/I |

**Source Key**

A Application

I Interview

R Reference

P Presentation

O Observation