

Cleves Cross Primary School

Job Description: EYFS Leader

Grade: L1 – L5

Location: Cleves Cross Primary School, Ferryhill, Co Durham

Description of Role:

Teaching and Learning

- To be an excellent classroom practitioner and at all times, be a positive role model for children, staff and support colleagues in school
- To teach pupils across the EYFS/Primary School age range, initially in Nursery
- To play a major role in ensuring the continuation of high quality teaching and learning at Cleves Cross Primary School
- To help to ensure that all the children in the class are able to learn and achieve to the best of their ability
- To ensure that the requirements of the EYFS/National Curriculum, including arrangements for assessment and moderation are met
- To ensure curricular policy development is focussed on continuous improvement
- To ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them.

Pastoral Care

- To help promote and safeguard the welfare of all children
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Ensure that a high standard of care and good order for all children is maintained

Communication and Community Links

- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors
- To develop and maintain links with the LA Advisory and Support Services
- To provide information to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and pupils are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head teacher.

Common Duties and Responsibilities

Quality Assurance

- To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

Communication

- To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all staff.

Professional Practice

- To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

- To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

Appraisal

- All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

Equality and Diversity

- To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

- All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

Induction

- The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Safer Recruitment

- This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed at least annually as part of the Appraisal programme. The Head Teacher may modify it after consultation at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post-holder will be expected to operate under the current School Teachers' Pay and Conditions of Service Document.

The employee will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.