

Job Description

EYFS Lead Teacher

Job title: EYFS Lead Teacher

School: Graven Hill Primary School

Line manager: Headteacher

Hours: Full time

Main purposes of the job

- To ensure the effective running of the EYFS unit in accordance with the OFSTED and Statutory Framework requirements, guidelines, policies and procedures.
 - To ensure the emotional, educational and physical well-being of the children in the EYFS unit.
 - To manage the EYFS staff and support them in their roles. To feedback to the school's senior leadership team on a regular basis.
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Main responsibilities and tasks

As a teacher:

- To plan, prepare and deliver lessons giving balanced curriculum access for all children.
- To set, mark, evaluate and reflect on / respond to progress and attainment of individual pupils.
- To provide a stimulating learning environment for children to work in.
- To assess, record and analyse pupils' progress systematically and making reports as appropriate to the Headteacher, co-ordinators and keeping parents informed about their child's work and progress.
- To establish high levels of expectation, to include good standards of pupil behaviour and achievement within the class.
- To ensure the health and safety of the class both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

As a lead teacher:

- To ensure that the setting is a safe environment for children, staff and others, and that the equipment is safe through daily risk assessments; that standards of hygiene are high, safety procedures are implemented at all times and Fire Drills/Lockdown Drills are regularly practiced.
- To work closely with families and attend training/meetings as required.
- To carry out all activities and responsibilities in the EYFS unit within a framework of equal opportunities, including the implementation and review of the SENCo folder, action plan and policy.
- To take responsibility for implementing long term, medium term and short-term curriculum plans which ensure that each child is working towards their targets.
- To support the headteacher in delivering a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- To contribute to and implement all school policies and procedures.
- To assist in the recruiting and induction process when employing suitably qualified and experienced staff.

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- To undertake any training necessary.
- To ensure appropriate staffing levels are maintained at all times.
- To support the headteacher in monitoring the performance of the staff team.

Liaison Duties

- To positively promote parental partnerships and liaise with parents/carers on a daily/weekly basis.
- To liaise closely with parents/carers, informing them about the EYFS unit and its curriculum and encouraging parental involvement through a regular newsletter.
- To liaise with the local Early Years Team, OFSTED and other professionals as necessary and ensure that all legal and statutory requirements are implemented: to provide reports as required.
- To support the school's senior leadership team and attend meetings regularly.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

Signatures – line manager and job holder

Signature of Manager:

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Date:

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Signature of post holder:

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Date:

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