


## EYFS Leader Job Specification

Job Description and Person Specification	
 GREENWOOD ACADEMIES TRUST	
<b>Reports to: Principal</b>	
<b>Why</b>	<b>Job Summary:</b> <ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students aged 3-11 and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/form tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.</li> <li>• To share and support the Academy's responsibility to provide and monitor opportunities for students' personal and academic growth.</li> </ul>
<b>How</b>	<b>Responsibility for:</b> The provision of a full learning experience and support for students in accordance with the professional duties of a teacher.  <b>Marketing and liaison:</b> <ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.</li> <li>• To contribute to the development of effective subject links with external agencies and other schools.</li> </ul> <b>Management of resources:</b> <ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Department/Assistant Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department/year team and the students.</li> </ul> <b>Pastoral system:</b> <ul style="list-style-type: none"> <li>• To be a class teacher to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the group as a whole.               <ul style="list-style-type: none"> <li>• To liaise with the director of achievement/year head/Assistant Headteacher to ensure the implementation of the Academy's support systems.</li> </ul> </li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate, as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate senior staff.</li> <li>• To support the Academy's behaviour management protocols so that effective learning can take place.</li> </ul>

**Teaching:**

- To teach students according to their educational needs including the setting and marking of work to be carried out by the student in Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching to fully prepare students for all examinations and tests.
- To ensure a high quality learning experience for students that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your classes.

**Other specific duties:**

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school, break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with. All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

<p><b>Competencies</b></p>	<p><b>Personal Attributes</b> (level expected when job is conducted to the required standard)</p>	
<p><b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Demonstrates the Trust's ethos and adopts high standards of behaviour in <u>their</u> role.</p> <p>Know how to recognise potential child abuse or neglect and follow safeguarding procedures.</p> <p>Motivates others to take responsibility for their own Health &amp; Safety.</p> <p>Participate effectively as a member of a team, builds effective and positive relationships.</p> <p>Efficient and methodical, monitors and attends to detail; checks for errors.</p> <p>Undertake appropriate professional development to secure progress in your career.</p>	
<p><b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i></p>	<p>Developing practice ensures effective professional contribution across the school.</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p>	
<p><b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Communicates vision and inspires others</p> <p>Willing to accept responsibility for own activities and those of the team.</p> <p>Analyses data and uses data to set targets and identify weaknesses</p>	
<p><b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i></p>	<p>Makes considered plans.</p> <p>Conscientious in adhering to deadlines and perseveres to achieve project tasks.</p> <p>Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.</p> <p>Works under pressure and prioritises effectively</p>	
<p><b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.</p> <p>Reasons logically and focuses upon solving the problem. Building upon previous experience.</p>	
<p><b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i></p>	<p>Initiates joint decision making within own team.</p> <p>Knows how to report, record and pass on information.</p> <p>Deals with 'task' problems within own team.</p> <p>Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.</p>	
<p><b>Interfaces</b></p>	<p>Internal/External</p>	<p>Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.</p>
	<p>English Language Fluency</p>	<p>An ability to converse at ease with all customers and provide accurate advice <u>in order to</u> fulfill all spoken aspects of the role through the medium of spoken English.</p>
<p><b>Scope</b></p>	<p>People (directly/indirectly manage)</p>	<p>Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.</p>
	<p>Travel</p>	<p>You will be required to travel to academies as necessary.</p>

<p><b>Education, Qualifications and Experience (EQE)</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Relevant classroom experience for the post</li> <li>• Teaching experience within EYFS</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of leading a team</li> <li>• Any experience linked to the specific areas of <u>responsibility</u></li> <li>• Involvement in improvement/action planning and evaluation</li> </ul>
<p><b>Safeguarding</b></p>	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or <u>come into contact with</u>. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, <u>in order to</u> satisfy our statutory obligations.</p>
<p><b>Data Protection</b></p>	<p>All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.</p>

