



## **Classroom Teacher with EYFS Leader – TLR2a** **Job Description**

### **Responsible to the Head Teacher**

#### **Status of the Post:**

This post is within the school's revised structure and carries with it membership of the Middle Management Team. The post holder is accountable to the Senior Management Team. The post holder will lead EYFS within the setting.

#### **Main Purpose of the Post:**

In addition to those professional responsibilities which are commensurate to all classroom teachers in school, the post holder's key accountability will be to promote, monitor and support the raising of standards of teaching, learning and attainment for children in their teams curricular areas and support areas identified in Every Child Matters.

#### **Professional Responsibilities**

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

- Set the agenda, chair and delegate the responsibility of recording the meetings, ensuring full feed back at staff meetings each term
- Create and manage the learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential
- Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective learning and teaching for learners
- Contributing to relevant sections of the SEF and SIP
- Ensure that a secure monitoring process is in place within their area of "Every Child Matters" and to share this with other members of the senior managers on a regular basis
- Liaising with external support/LEA agencies and other curricular team leaders, Deputy Head and School Business Manager to ensure continuity and progression
- Stand in when SMT are not available
- Monitoring the quality of teaching and learning and sharing the judgements as appropriate
- Identifying key professional development needs and report to Deputy Head
- Ensuring professional needs of colleagues are met through the provision of high quality mentoring and peer coaching

- Be supportive of colleagues within their team acting as performance manager to some non- teaching staff
- Lead and organise curricular activities, for example INSET
- Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes

### **Generic Responsibilities of the Teams**

- Create and manage a learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential
- Contribute to the monitoring and development of a (subject/group of subjects/curriculum area/pupil development across the curriculum) to ensure suitable opportunities are provided for learner aspirations to be met.
- Plan effectively in the short – medium and long term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met
- Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved
- Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements
- Demonstrate ongoing development and application of teaching expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners
- Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners
- Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, child Protection Policy and all other Council Policies.

The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.