



St Joseph's Catholic Primary School

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Executive Headteacher: Dr James Lane

Dear Candidate,

Thank you for your interest in the role of EYFS leader at St Joseph's Catholic Primary. I hope that after reading the attached you will not only be excited by the position but also the opportunities that working for our school can offer you.

The school was amalgamated in 2014 after previously being a separate infant and junior school and is now expanding to be a three-form entry primary. By 2021 we will have around 700 children in the school. We pride ourselves on our school motto to, **Love, Learn and Grow** and the aspiration to be the best we can be is increasingly tangible in all that we do.

We are now seeking an excellent early years practitioner to support the leadership of the school along with me, the deputy and the assistant heads to form a dynamic team. This team will focus on developing outstanding teaching and learning and driving standards whereby all pupils, including those with particular learning needs, make the required progress and maximise their potential. Our Catholic ethos is a critical part of this work.

You will have lead responsibility for EYFS especially the quality of teaching and learning with a particular focus on curriculum development, and staff development and deployment; manage support staff working in EYFS. You will also support on pupil voice strategies and parental and community engagement in EYFS working closely with the Deputy Headteacher who has oversight of these areas

We are looking for outstanding practitioners with a proven track record, deep pedagogical knowledge with the relentless drive, boundless enthusiasm and the resilience for a challenging but rewarding new opportunity.

Thank you for your interest in our school and I look forward to reading your application.

Dr J Lane
Executive Headteacher

Job description EYFS Leader

Post title:	EYFS Leader
School:	St Joseph's Catholic Primary School
Pay range:	Salary + TLR2 £4587
Line manager:	Deputy Headteacher

This job description should be read in conjunction with the class teacher job description.

Main purpose of the job:

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*
- Under the overall direction of the HT:
 - contribute to the formulation of the aims, objectives of the schools and the establishment of the policies through which they are to be achieved
 - make a significant contribution to monitoring of the standards and curriculum of all pupils
 - proactively manage staff and resources
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Shaping the future:

- In partnership with the HT, the SLT and governors develop, establish and implement an ambitious vision and ethos for the future of the school, taking into account its Catholic ethos
- Play a significant part in the development, implementation, monitoring and evaluation of the school development plan and make a significant contribution to the school self-evaluation planning, in both instances with a particular focus on the attainment and progress of pupils in EYFS and the effectiveness of the school's provision for these pupils
- In partnership with the HT and the SLT, manage school resources particularly those which support improving the quality of teaching and learning for pupils in EYFS
- Lead by example to motivate and work with others and when implementing and managing change programmes
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning:

- Be an outstanding model as a practitioner, exemplifying a high standard of teaching, deep pedagogic knowledge of at least one core subject area and promoting high expectations for all members of the school community
- Be responsible for the day to day management of EYFS with regard to the performance, planning and deployment of staff and the learning, behaviour and attendance of pupils
- Ensure that attainment, achievement, teaching and learning in EYFS classes are at any time of the highest possible standards according to the current Ofsted framework
- In partnership with the DHT develop, implement and review systems designed to monitor, evaluate and improve the quality teaching and learning in EYFS (including lesson observations) to ensure that effective and consistently high quality provision is leading to pupils making expected progress
- Working with the SLT set high expectations for all pupil behaviour by ensuring the school's policy on behaviour and discipline is at all times applied consistently and fairly

Developing self and others:

- Support the HT to identify, develop, deliver and evaluate an appropriate high quality programme of professional development for EYFS staff including quality coaching and mentoring, in line with the school development plan and performance management
- Have lead responsibility for identifying the training needs of staff working in EYFS and organise/coordinate INSET and CPD and support its effective delivery and impact
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of the progress made by pupils in EYFS
- Work with the HT to raise standards through staff performance management and lead the annual appraisal process for identified members of EYFS staff

Managing the organisation:

- Support a consistent approach to standards of behaviour, attendance and punctuality across the school
- Support the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Support the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Undertake any professional duties, reasonably delegated by the HT

Securing accountability:

- Support the HT as required in ensuring that the governing body fulfil its responsibilities including those relating to the school's performance and standards
- Support the HT as required in reporting the school's performance to its community and partners
- Promote and protect the health and safety and welfare of pupils and staff

Strengthening community:

- Take the lead in promoting and extending the positive involvement of parents/carers in school life, and strengthening partnership and community working
- In addition to existing responsibilities (set out above), support the HT and other members of the SLT to:
 - Develop the policies and practice, which promote inclusion, equality and the extended services that the school offers
 - Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
 - Promote positive relationships and work with colleagues in other schools and external agencies

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