



**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**  
**EARLY YEARS FOUNDATION STAGE/KEY STAGE 1 LEADER JOB DESCRIPTION**

Name	Post	EYFS/KS1 Leader
The contractual framework for a teacher is taken from Part 7 of the School Teachers' Pay and Conditions Document 2015 and cross referenced within this job description. To work within the framework of teachers' standards (Annex 1 of the School Teachers' Pay and Conditions Document 2015).		
<b>Reporting to:</b>	AHT's, DHT, HT, Governing Body	
<b>Responsible for:</b>	EYFS/Key Stage 1 curriculum and pupil progress.	
<b>Liaising with:</b>	Head, Leadership Group, teaching and support staff, LA representatives, external agencies, parents and Governors.	
<b>Working Time:</b>	195 days per year. Full Time	
<b>Salary/Grade:</b>	MPR -U3 plus TLR 2a (£2,613) and lower SEN allowance of £2,064. Higher SEN allowance payable subject to Teacher's Pay Policy criteria	
<b>Disclosure level</b>	Enhanced & Disqualification by Association	

**Leadership and Management:**

- To provide vision, leadership, inspiration and direction within EYFS/Key Stage 1, leading by example.
- To lead the EYFS/Key Stage 1 curriculum ensuring that policies and practices take account of the national, local and school data and inspection report findings.
- To lead pupil standards and achievements across EYFS/Key Stage 1.
- To ensure EYFS/Key Stage 1 pupils access a relevant & age appropriate curriculum incorporating National Curriculum and external accreditation, as appropriate.
- To define and agree pupil attainment/achievement targets within EYFS/Key Stage 1, liaising with appropriate staff.
- To lead the moderation process within EYFS/Key Stage 1 and cross Key Stage as required.
- To monitor pupil behavior ensuring effective implementation of individual pupil plans & strategies.
- To manage the EYFS/Key Stage 1 allocated capitation for curriculum resources.
- To take an active role in ensuring an effective EYFS/KS1 transition programme is provided.
- To liaise with relevant staff to ensure transfer of information at the end of key stages.
- To lead working parties on behalf of the school as required.
- To be an active member of the Senior Planning Group.
- To contribute to the School Improvement Plan and the school SEF.
- To be a team leader for appraisal of designated staff.
- To uphold the ethos and policies of the school.
- To lead key areas of school self-evaluation and monitoring as directed by the Headteacher.
- Anything else deemed necessary by the Headteacher to ensure effective running of the school.

**Teaching:**

- To have a teaching commitment within Durham Trinity School & Sports College.
- To ensure a culture and ethos of challenge and support is promoted, where all pupils can achieve.
- To promote high standards of pupil behaviour and attendance.

**Accountability:**

- To ensure an effective EYFS/ Key Stage 1 curriculum is in place to promote pupil progress.
- To provide relevant information regarding pupil performance and entitlement.
- To analyse pupil data and advise on intervention strategies.
- To provide the Leadership Team, Governing Body and relevant committees with sufficient advice and information to enable it to fulfill its legal responsibilities.

## **GENERIC DUTIES**

### **Teaching**

To provide successful teaching and learning opportunities for pupils.

To use a variety of teaching and learning styles to engage all pupils.

Be familiar with legislation regarding identification, assessment and support of pupils with special educational needs.

To teach in other educational settings as required, as part of the Sports College programme.

52.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

52.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

52.4 Participate in arrangements for preparing pupils for external examinations.

### **Pastoral**

To be personal tutor for assigned group of pupils and carry out related duties.

To perform supervisory duties in accordance with published rotas.

To celebrate and encourage the achievements of the pupils.

### **Whole school organisation, strategy and development**

52.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

52.6 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

52.7 Subject to paragraph 54.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

### **Health, safety and discipline**

52.8 Promote the safety and well-being of pupils.

52.9 Maintain good order and discipline among pupils.

Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.

### **Management of staff and resources**

52.10 Direct and supervise support staff assigned to them and, where appropriate, other teachers.

52.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

52.12 Deploy resources delegated to them.

### **Professional development**

52.13 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

52.14 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

52.15 Communicate with pupils, parents and carers.

### **Working with colleagues and other relevant professionals**

52.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Establish and maintain effective working relationships with professional colleagues and parents/carers.

Participate as required in meetings with professional colleagues and parents/carers in respect of the duties and responsibilities of the post.

The details of this job description are not exhaustive and other duties relevant to the post, may, from time to time be required without changing the character of the post.

This job description will be reviewed regularly and, if necessary, amended in consultation with the teacher. All posts will be reviewed annually.

**Signed:**

**Dated:**

April 2016