



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

Name	Post	Temporary 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).		
Reporting to:	AHT's, DHT, HT, Governing Body	
Responsible for:	EYFS/Key Stage 1 curriculum and pupil progress.	
Liaising with:	Head, Leadership Group, teaching and support staff, LA representatives, external agencies, parents and Governors.	
Working Time:	195 days per year. Full Time	
Salary/Grade:	TLR 2a (£2,613)	
Disclosure level	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.

Signed:

Dated: