***St Anne’s C of E Primary School***

# Job Description

# Reception Teacher / EYFS Phase Leader with Responsibility for Phonics

Post: Reception teacher / EYFS Phase leader with responsibility for Phonics

Reporting to: Headteacher, Senior Leadership Team and Governors

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

This job description may be amended at any time, following consultation, and will be reviewed annually. Priorities for the year be negotiated and highlighted. (See improvement plan)

St. Anne’s C.E. School expects all teachers to:

* Contribute to a culture of teamwork, collaboration, collegiality, and shared responsibility for excellent behaviour, high standards and performance
* Be committed to the Christian values and St. Anne’s C.E. School’s behaviours for learning.
* Have a commitment to the development of themselves and others
* Develop a whole-school approach to planning, delivery, and monitoring of the curriculum
* Uphold the school’s Christian Values

**Main purpose:**

1. To assist the Headteacher in providing professional leadership for the school that secures its success and improvement, ensuring high quality and inclusive education for all its pupils
2. Determine the strategic development of the EYFS and Year 1 curriculum and provision in the school
3. Be responsible for the day-to-day operation of the EYFS and Year 1 and develop child-centred provision in the unit.
4. Provide professional guidance to colleagues, working closely with staff, parents, and other agencies
5. Work with Early Years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
6. Be a key point of contact for external agencies, especially the local authority in relation to the Early Years teaching.
7. Analyse assessment data for pupils in the Early Years and Year 1 and prepare the children to transition to Year 2.
8. Advise on the use of the school’s budget and other resources to meet pupils’ needs effectively, including staff deployment
9. To support the leadership team in safeguarding pupils
10. To assist the Headteacher in carrying out the duties associated with performance management of members of staff
11. To work with the Headteacher to devise and implement strategies to identify and remove barriers to learning to enable all pupils to have full access to the curriculum
12. Be aware of the provision in the local offer
13. lead on the Implementation of intervention groups for pupils with the unit and evaluate their effectiveness
14. In the role of a deputy DLS in safeguarding ensure the safeguarding of children across the unit.
15. Maintain safeguarding records on the school record-keeping system

**Duties and responsibilities:**

1. Strategic development of St. Anne’s School Early Years Unit including   
   Year 1
2. Ensure the teaching of phonics is well taught
3. Oversee the phonics testing in Year 1
4. Have a strategic overview of provision for pupils within the EYFS Unit, monitoring and reviewing the quality of provision
5. Maintain the assessments for all pupils in the unit and report to SLT and Governors
6. Contribute to school self-evaluation, particularly with respect to provision for pupils in the EYFS and Year 1
7. Oversee the School SEF for EYFS working with the SLT to ensure the high-quality provision and continuous development of EYFS
8. Keep the EYFS policy up to date and that the objectives of this policy are reflected in the school improvement plan
9. Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
10. Evaluate whether funding is being used effectively and propose changes to make use of funding more effective
11. Lead a curriculum subject across the school
12. Work with the Senior Leadership Team in developing and upholding the spiritual, moral and well-being of pupils and staff
13. Oversee communication with EYFS and Year 1 parents
14. Plan and implement the induction process for Nursery and Reception children
15. Support the Headteacher in promoting the Early Years at St. Anne’s C.E. School and take part in parent tours of prospective parents
16. Oversee the transition of pupils as they move to the next year group
17. Ensure records are maintained and kept up to date
18. Communicate regularly with parents or carers

**Teaching and Learning:**

1. To support teachers through coaching and modelling good practice
2. Support pupils through intervention programs
3. Monitor the effectiveness of intervention programs
4. Support the ECT program where necessary

**Leadership and Management:**

1. Work with the school leadership team to drive improvement across the school in all aspects
2. Work with the Headteacher and Governors to ensure the school meets its responsibilities for Early Years education
3. Prepare and review information the governing board is required to publish
4. Contribute to the school improvement plan and whole-school policy
5. Contribute to the school SEF and SIAMs SEF
6. Identify training needs for staff and how to meet these needs
7. Lead INSET for teachers and support staff
8. Share procedural information, such as the school’s EYFS policy
9. Promote the Christian values, ethos and culture of the school
10. Line manage staff within the EYFS unit including Year 1.
11. Support the work of staff in the unit to ensure the quality of provision and to identify training and improvement needs

The EYFS lead will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.