

MATRIX ACADEMY TRUST
Job Description – Early Years Foundation Stage Lead

Reports to:	Senior Leadership Team
Responsible for:	<ul style="list-style-type: none"> • Maintaining and improving the quality of the curriculum in the phase in line with national curriculum requirements • Monitoring and ordering resources to support teaching within that phase • Ensure that planning, assessment, target setting, recording systems are implemented in line with school policy. • Ensuring the consistency of teaching and learning strategies. • Raise achievement and improve outcomes within the phase
Main Purpose:	<ul style="list-style-type: none"> • Proactively implement any process, policy, system or activity that promotes raising the standards of Teaching & Learning within the phase for all groups of children and works towards improving achievement. This is in addition to that expected of the classroom teacher
Main Activities:	<ul style="list-style-type: none"> • Monitoring the development and implementation of both internal and external assessment opportunities. • Monitor standards within the phase, analysing data from school tracking systems, question level analysis and external data and use this information to action required support • Develop teaching and learning within the phase. • Work collaboratively and sharing good practice with staff members. • Monitor the learning environment within the classrooms within the phase and ensure learning resources that are stimulating and motivating, promoting the engagement of pupils • Contributing to the management of the school by attending meetings and cascading information to the phase. • Contribute to decision making and policy development across the school • To respond to day to day issues within the phase, constantly displaying professionalism and using initiative along with commitment to the school development plan. • Quality assure planning for the phase and ensure that it is placed centrally on the school system weekly • Reporting to senior leadership team on pupil performance within the phase. • Reporting to senior leadership team on the impact of implemented teaching and learning strategies. • Identifying CPD needs, facilitating and coordinating CPD opportunities within the phase as appropriate • Developing and improving the skills and knowledge of all staff and disseminating good practice across the phase. • Providing a professional role model within the school. • Co-ordinate extracurricular activities for phase to enhance the curriculum provision

Pastoral System:	<ul style="list-style-type: none"> • To ensure the Behaviour Management system is implemented in the phase • To support with behaviour management of pupils within the phase so that effective learning can take place and communicate with parents as required. • To lead on assemblies as required • Lead the team in ensuring effective communication with parents/carers, Leadership, governors, school and wider community
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Safeguard the health and safety of self and others in accordance with the school's Health and Safety policy • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date: