



# Harrietsham Church of England Primary School

*"Nurtured We Flourish"*

## JOB DESCRIPTION: Core Subject Leader / EYFS Leader

<b>SCHOOL</b>	Harrietsham Church of England Primary School
<b>JOB TITLE</b>	Core Subject Leader / EYFS Leader
<b>SALARY/ SPOT POINT</b>	TLR2 (£3,214)
<b>REPORTS TO</b>	Headteacher

### JOB PURPOSE:

- To lead a core subject / EYFS ensuring high standards of achievement throughout the school including EYFS.
- Lead a team, including teachers and Learning Support Assistants, to achieve high quality learning and teaching.
- Ensure effective use of resources and the highest standards of learning and achievement for all pupils.
- Contribute to the Christian values and distinctiveness, the core values and the positive ethos of the school both inside and outside of the classroom.
- Assist the Headteacher in the strategic leadership of the core subject / EYFS.

### Teaching and learning:

- To work with the Headteacher & Deputy to develop an exciting curriculum.
- To establish, monitor, evaluate and review the effective use of resources, teaching and learning activities and target setting, where appropriate, to meet the needs of all pupils.
- Lead the identification and dissemination of the most effective teaching approaches for our children.
- Develop, monitor, evaluate and review effective policies to promote equality and challenge stereotyping in relation to disability, gender, sexuality or race.
- Develop effective systems to promote partnerships between parents and school to promote pupil learning and provide accurate information about achievement and progress for the core subject.
- To demonstrate a thorough, up to date knowledge of current educational initiatives and Government policy and take a leading role in their implementation within the school.

### Leading and managing staff:

- Lead the teaching staff in the development and implementation of the core subject / EYFS policy.
- To be an exemplar and role model for teaching staff in the core subject / EYFS.
- Plan, support and evaluate the work undertaken by all staff as a team and as individuals.
- Provide regular information to the Headteacher and Governing Body on the evaluation of provision for children, to inform decision making and policy review.
- Motivate and enable staff to develop expertise and increase effectiveness in their respective roles through continuing professional development.

### Community:

- To ensure excellent relations with parents and their full involvement in the school where possible.
- To promote the Christian ethos of the school and its standing in the wider community.
- Establish effective working partnerships with external agencies.

- To ensure parents are well informed and supported in developing their child's learning in the core subject area / EYFS via face to face contact and the school website.

**Other Accountabilities:**

- Develop, monitor and evaluate the effective organisation and administration of the core subject / EYFS.
- To take an active role by driving forward school improvement priorities and relevant educational initiatives and to take responsibility for the appropriate sections of the SEF and School Plan.
- To monitor standards of teaching, learning and achievement in the core subject area / EYFS.
- To ensure appropriate record keeping systems to use for assessment for learning and reporting and tracking purposes in the core subject area / EYFS.