

Millfield First & Nursery School



Job Description

Job Role	Team Leader
Location	Millfield First & Nursery School, Monks Walk, Buntingford, Hertfordshire, SG9 9DT
Hours	Full time
Reporting to	Headteacher and allocated Line Manager
Pay grade	TBC dependent on experience

Main purpose

Fulfilling the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document.
Meeting the expectations set out in the Teachers' Standards.

The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties & Responsibilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the LA on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
 - Is diverse and inclusive
 - Meets the needs of all pupils and the requirements of the EYFS framework
 - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
 - Is effectively and consistently implemented across the EYFS
- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the EYFS
- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home

Person Specification

Qualification(s)/Knowledge and Skills

- GCSEs (or equivalent) at grades 9 to 4 (A* to C) in English, maths and science
- Degree or equivalent
- Passes in numeracy and literacy skills tests
- Qualified Teacher Status (QTS)/Early Career Teacher (ECT)
- Enhanced background checks by the Disclosure and Barring Service (DBS)

- Successful experience of teaching

- Knowledge of the EYFS statutory framework and handbook
- Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve
- Awareness of local and national organisations that can support delivering the EYFS
- Ability to build effective working relationships with staff and other stakeholders
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Good IT skills
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- The patience and dedication to manage classes and deal with challenging behaviour

Personal Qualities

The successful candidate **will have:**

- Excellent verbal and written communication skills.
- Excellent time management and organisation skills.
- A flexible approach towards working practices.
- High expectations of self and a desire to maintain professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with colleagues.
- High levels of drive, energy and integrity.
- A commitment to equal opportunities and empowering others.
- An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these.
- A commitment to supporting others.
- An excellent understanding of confidentiality.
- An understanding of child development and how adverse events can impact progress.

The successful candidate **will be:**

- Committed to promoting high quality support for children.
- Dedicated to their professional development.
- Committed to contributing to the wider school and its community.
- Capable of successfully prioritising work.
- A good team player with the ability to also work using their own initiative.
- A creative thinker who is committed to developing pastoral support to meet children's needs.
- A sensitive and understanding person.

This job description will be reviewed appropriately and may be amended at any time following discussion between the Headteacher and member of staff.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher.

Job Description agreement

Role:	Signature:	Date:
Teacher		
Headteacher		

Job Description: Feb 2025