

## Job Description and Person Specification

### Primary EYFS Lead Teacher

Start Date:	As soon as possible
Contract:	Permanent
Salary:	MPS/UPS with TLR2c (£3,527 per annum)
Hours of work:	Full Time Teachers' Hours as outlined in School Teachers' Pay & Conditions Document
Responsible to:	Headteacher
Primary Purpose of the role:	The professional duties of a teacher, as set out in the School Teachers' Pay and Conditions document

### Overall Purpose of the Post

To provide outstanding teaching within your own class and strategic leadership of the Early Years Foundation Stage. To ensure the highest standards of provision, progress, and outcomes for all children in EYFS by leading on curriculum development, pedagogy, assessment, and staff development. To model best practice and ensure that the EYFS vision aligns with whole-school improvement priorities.

### Key Relationships:

The Headteacher and Senior Leadership Team (SLT), EYFS staff, Key Stage 1 staff, SENDCo, teaching assistants, parents, governors, and relevant external agencies.

### Key Responsibilities (Class Teacher)

- Plan and deliver engaging lessons in accordance with the National Curriculum.
- Create a positive and inclusive classroom environment that fosters learning.
- Assess and track pupil progress using formative and summative assessments.

- Adapt teaching methods to accommodate diverse learning needs, including SEN pupils.
  - Promote a relational approach to behaviour management.
  - Communicate effectively with parents and carers to support pupil progress.
  - Work collaboratively with colleagues and contribute to school development initiatives.
  - Participate in extracurricular activities, such as clubs, trips, and school events.
  - Ensure safeguarding policies and procedures are followed to protect pupils.
  - Engage in ongoing professional development to enhance teaching practices.
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## **Additional Responsibilities as Early Years Lead (TLR Role)**

### **Strategic Leadership and Management**

- Provide strategic direction for the Early Years Foundation Stage (Nursery and Reception), ensuring a high-quality learning environment and curriculum in line with the school's ethos and vision.
- Lead on the implementation of the EYFS Statutory Framework and ensure compliance with all statutory requirements.
- Work closely with SLT to monitor, evaluate and improve the quality of teaching, learning, and assessment within EYFS.
- Lead and manage the EYFS team, providing guidance, support, and professional development to staff.
- Contribute to the school's self-evaluation and improvement planning with a focus on EYFS.

### **Curriculum and Pedagogy**

- Develop and oversee a broad, balanced, and creative EYFS curriculum that supports all children's learning and development.
- Ensure that planning and provision are responsive to the needs and interests of the children and rooted in quality observations and assessment.
- Promote play-based and child-initiated learning that meets the requirements of the EYFS framework.
- Model outstanding early years teaching and learning, demonstrating effective classroom practice.

### **Assessment and Outcomes**

- Lead the analysis of EYFS data to identify strengths and areas for improvement.
- Monitor pupil progress and ensure interventions are timely and effective.

- Prepare reports and present EYFS outcomes to SLT, governors, and external partners as required.

### Partnerships and Transition

- Foster strong relationships with parents, carers, and external agencies to support children's learning and development.
- Oversee transition processes into Nursery, from Nursery to Reception, and from Reception to Key Stage 1 to ensure continuity and progression.
- Work collaboratively with KS1 staff to ensure curriculum alignment and shared pedagogy across the phases.

### Professional Development and Safeguarding

- Lead professional development for EYFS staff, sharing best practice and current research.
- Ensure all EYFS staff are trained in safeguarding, welfare, and statutory EYFS responsibilities.
- Promote a culture of reflective practice and continuous improvement.

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### Main Duties

- Motivate children to learn and effectively differentiate, organise and manage a large class of children.
- Establish good relationships and good working practices in your classroom and across the school community.
- Communicate effectively with children, staff, parents and the wider community.
- Lead, support, motivate and direct Teaching Assistants.
- Ensure that school policies and practices are rigorously followed.
- Evaluate pupils' progress, achievement and attainment on a regular basis in line with school policy and procedure and report to the principal, colleagues, parents and other professionals as required.
- To provide feedback to children about their work to ensure continuity, progression and excellent presentation in accordance with the school's agreed marking policy.
- Support the ethos and values of the school and follow high standards of professionalism.
- Monitor the standards of behaviour, attainment and achievement within your class and share in the corporate responsibility for all our pupils' behaviour, care and provision.
- Take responsibility for the pastoral care of children in your class, liaising with other members of staff and external agencies as necessary.
- Display a willingness to lead a subject, or area (not required for NQT).
- Liaise with other teachers to ensure continuity and progression across the whole school.

- Manage and lead the organisation and safe execution of educational visits for your class.
- Engage positively with parents and carers.
- Ensure that the environment within and around the classroom is tidy, stimulating, follows school policy and is a true reflection of the ethos of the school.
- Keep up to date with current educational practice by attending such training and CPD as may be required.
- Prepare for and participate in all staff and parental meetings relevant to the role of the class teacher.

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### General Requirements

- Promote and safeguard the welfare of all children, particularly those in the Early Years Foundation Stage.
- Be responsible for the effective implementation of the school's safeguarding, equal opportunities, health and safety, and code of conduct policies.
- Engage fully in professional development and contribute to the wider life of the school.
- Undertake any reasonable duties as requested by the Principal or SLT.

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**Vantage CE Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

**REVIEW ARRANGEMENTS** The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

**Job Description prepared/revised: October 2025**

**Prepared by: Michael Connolly (Headteacher)**

## Person Specification Primary EYFS Lead Teacher

We are looking for a candidate who meets the following requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	Qualified Teacher Status (or expectation of obtaining this prior to appointment)	E	✓	
2.	Relevant good honours degree	E	✓	
KNOWLEDGE AND EXPERIENCE				
3.	Proven track record of outstanding teaching and learning within EYFS	E	✓	✓
4.	Experience of leading or contributing to curriculum development and assessment in EYFS	E	✓	✓
5.	Knowledge of child development, curriculum planning, and assessment strategies	E	✓	✓
6.	Strong knowledge of the EYFS Statutory Framework and child development	E	✓	✓
7.	Experience in a leadership role or holding a TLR in Early Years	D	✓	✓
8.	Understanding how children grow intellectually, socially, and emotionally	E	✓	✓
9.	Awareness of policies and practices that ensure children's safety and well-being	E	✓	✓
10.	Experience of supporting children with different backgrounds and learning styles	D	✓	✓
11.	Ability to inspire, motivate, and support others to achieve excellence	E	✓	✓
12.	Experience of preparing for and contributing to Ofsted inspections	D	✓	
13.	Evidence of engaging with research or innovation in Early Years pedagogy	D	✓	
BEHAVIOURS AND SKILLS				
14.	Able to motivate children to learn and effectively, differentiate and organise and manage a large class of children	E	✓	✓
15.	Enjoy working with young people and have enthusiasm for teaching and learning	E	✓	✓
16.	Able to provide a tidy, stimulating and attractive class environment	E	✓	✓
17.	Able to communicate effectively with children, staff, parents and the wider community	E	✓	✓
18.	A commitment to participating in training and development as required	E	✓	
19.	Adaptable, with a willingness to embrace change	E	✓	

20.	Organised, methodical and displaying high motivation and high expectations of children	E	✓	✓
21.	Be a supportive and pro-active member of a team	E	✓	✓
22.	Aligned with the school's mission and values	E	✓	
23.	Willingness to run an extra-curricular club	D	✓	
24.	Capacity to work hard under pressure and to possess a sense of humour	E	✓	✓

**Note to Applicants: Please try to show in your application, how best you meet the above requirements**