



EYFS Unit Manager Job

Description



This job description should be read alongside the job description of class teacher and teacher standards.

This post attracts a Teaching and Learning Responsibility payment (TLR 2b)

Overall aims of the post:

- To support, hold accountable, develop and lead the Early Years Team (Nursery and Reception classes) in order to secure high quality teaching and learning opportunities and the effective use of resources (human and physical) so that pupils are safe and make good progress within the EYFS Framework.
- To be a member of the Senior Leadership Team and make a significant contribution to the strategic development and direction of the school.

Strategic Leadership:

- To keep abreast of recent developments and educational issues within the Early Years Foundation Stage, cascading to colleagues as appropriate.
- Help to continually develop a highly effective Early Years team, committed to providing the very best for the children in the unit.
- Maintain the school's vision and provide educational vision, leadership and direction which secures strong outcomes for all.
- Lead by example, providing inspiration and motivation to the EYFS team and wider school team.
- Monitor and analyse data to support effective self-evaluation and strong levels of progress and attainment.
- Reporting to SLT and Governing Body where appropriate.
- To support, develop and coach teaching and learning across the unit.
- To manage the EYFS budget effectively, ensuring value for money.
- To support the promotion of the unit to new families.

Curriculum:

- To have a thorough understanding of the Early Years curriculum and what constitutes high quality educational provision for EYFS pupils.
- To take responsibility for the long term, medium term and short term planning for the whole unit.
- To ensure that the classroom environment (both inside and outside) and learning opportunities support the learning and development of all pupils from aged 3 to 5.
- To constantly review and adapt timetables to ensure the needs of the children are being met.
- To monitor the effectiveness of the curriculum for all pupils.
- To analyse assessment data carefully to plan relevant activities to support progress.

Managing and Developing Staff:

- To coordinate a team of staff, deploying the staff appropriately to utilise skills and qualities to ensure the effective running of the unit.
- To conduct safeguarding supervision of all staff operating within the unit.
- To conduct staff appraisals, setting challenging and specific targets for the development of the unit and that of the staff. To undertake reviews regularly and ensure that school is supporting the meeting of set targets.
- To liaise with other managers in school to ensure communication is effective i.e. Kids Club, Deputy Headteacher, Headteacher.
- To work with other agencies as appropriate to ensure that the needs of every pupil are being met.
- To ensure that all staff working within the unit are trained adequately to fulfil their role and meet statutory requirements.

- Lead the professional development of staff
- To write and update policies relevant to the setting.

Relationships with Families and the Wider Community:

- To support families with the induction and well-being of the child when they arrive in Early Years.
- Ensure that families are well-informed about their child's well-being, progress and attainment.
- To develop effective partnerships with families and help them to understand how they can support their child's learning and development.
- Gather parental views by conducting and analysing surveys and responding appropriately to feedback offered.

Other duties and responsibilities:

- To work within the Christian ethos of the school.
- Prioritise and manage own time effectively.
- Sustain own motivation and that of other staff within the EYFS unit.
- Uses initiative and able to meet deadlines.
- To undertake any reasonable duties as requested by the Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

JOB DESCRIPTION: CLASS TEACHER

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document* and *Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the [Teacher Standards](#) as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching which is appropriately differentiated to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs, gifted and talented, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils

- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Co-ordinate school development and implement policies and schemes of work in those areas for which you act as coordinator/manager
- Contribute to the professional development of other teachers and support staff, coordinating activities and resources within your specific area of the curriculum
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations

Other

- To have professional regard for the Christian ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.