



## **Bowker Vale Primary School**

### **JOB DESCRIPTION**

### **Phase Leader for EYFS**

#### **KEY PURPOSE OF THE ROLE:**

To work in partnership with the Headteacher and Senior Leaders, as part of the Wider Leadership Team, in securing high quality learning and teaching across EYFS.

#### **KEY ACCOUNTABILITIES:**

To fulfil the professional duties as specified in the Teachers Pay and Conditions Document.

#### **KEY RESPONSIBILITIES:**

##### **Shaping the Future:**

- Contribute to the clear vision for the school, in particular EYFS, which supports children's learning and development
- Demonstrate the vision and values in everyday work and practice
- Contribute information and data to assist in the planning of the School Development Plan which identifies appropriate priorities and targets for improvement; take a lead on the EYFS SDP
- Be responsible for evaluating actions and strategies taken to raise standards across EYFS
- Lead by example
- Lead whole school initiatives to address aspects of school improvement
- Actively engage in developing teaching and learning outside our school

##### **Leading Learning and Teaching:**

- Demonstrate outstanding teaching which effectively impacts on learning to a high standard
- Encourage risk-taking to create an original approach to the delivery of the curriculum
- Ensure that the 'Aiming High; Show Integrity' vision is fostered in EYFS
- Implement systems of monitoring and evaluate the quality of education
- Lead on termly Pupil Progress Meetings within EYFS and feedback to the Head teacher
- Monitor, evaluate and review classroom practice and support colleagues to make improvements
- Engage the appropriate resources to enable improvements to be made
- Challenge underperformance and ensure effective, corrective action and follow-up
- Analyse data to monitor the progress in every child's learning, year on year
- Fulfil relevant teaching responsibilities

##### **Developing Self and Working with Others**

- Support and provide staff with opportunities to further improve their performance, in addition to undertaking Performance Appraisal for a designated team of staff
- Manage and develop relationships with staff, parents/carers, Governors and the community
- Keep abreast of current initiatives and disseminate to appropriate staff

##### **Managing the Organisation**

- Ensure communication between all parties is highly effective
- Ensure the implementation of whole school policies which support the school's values, aims and objectives
- Line-manage colleagues and support with/organise staffing within the Phase
- Ensure the safety of pupils, staff and others on the school site
- Develop and maintain links with parents/carers and the community, including transition and admissions

**Securing Accountability**

- Ensure all necessary administration is completed and deadlines are met
- Lead meetings and professional days to disseminate information, solve problems and make decisions
- Contribute to meetings in school and outside to ensure appropriate views are represented

**Strengthening the Community**

- Build on and support the development of relationships between the school and local community and promote the use of people's strengths and skills to enhance learning.
- Strengthen home school links by actively engaging parents and families in their child's education

Reviewed  
March 2025