

Job Description: **Early Years Leader & Class Teacher**

Start Date:	1 st September 2026
Responsible to:	Headteacher
Location:	Heathlands Primary Academy & Preschool
Salary:	Main Scale/Upper Scale with TLR
Hours of work:	Full time
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Main Purpose

- This is a post which carries with it membership of the Senior Leadership Team. The post holder is accountable to the Headteacher.
- To further develop leaders of the future and to further strengthen the school's existing Senior Leadership Team.
- To inspire, motivate and enthuse pupils and, through this, enable them to make rapid and sustained progress in their learning.
- To teach pupils with commitment and enthusiasm, working closely with the team to ensure an appropriately balanced, exciting, relevant and differentiated curriculum.
- The post holder will be responsible for the leadership and supervision of the work of the teachers and teaching assistants within their phase team, relevant to their responsibilities- this includes performance management.
- To ensure the safety of Early Years children whilst in school.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.

Raising standards of teaching & learning for all pupils, specifically in the Early Years

- Design, maintain and improve an aspirational Early Years curriculum.
- Ensure that pupils experience an EYFS educational programme that is personalised to their particular needs.
- Liaise with subject leaders to ensure curriculum continuity and progression (in terms of knowledge and skills) from Preschool through to Year 6.
- Interpret and analyse EYFS assessment data.
- Create an action plan for the EYFS that identifies objectives, outcomes, targeted steps to be taken and to monitor/evaluate as appropriate.
- Attend senior leadership team meetings as requested by the Headteacher.
- Work alongside the Headteacher in creating and implementing the School Development Plan (SDP) each year.
- Ensure that appropriate targets are set for pupils throughout the Early Years, taking in to consideration children's individual starting points.

- To raise the profile of both the Preschool and Reception across local contexts, as well as the community to ensure that we are a first choice setting for families within the locality.
- Ensure effective transition, continuity and progression from home to Preschool and then to Foundation Stage 2 and moving to KS1.
- Report to the School Governing Body where appropriate.

Leading, developing and enhancing the teaching practice of others

- To lead the Early Years to ensure the best quality provision is in place.
- Support the Headteacher in the monitoring and evaluating the quality of teaching and learning across the Early Years Foundation Stage, sharing strengths and areas for development with staff as appropriate.
- Build and maintain a strong, positive team both within Early Years and the school.
- Identify key professional development needs and ensure that these are addressed through the provision of high-quality coaching, mentoring and continued professional development.
- Moderate judgements in line with National guidance.
- Support individual staff in developing their teaching skills. This could also include trainees.
- Line manage staff across Preschool and Reception to ensure that high standards are maintained.
- Model and share good practice in classrooms and the partnership as needed.
- Support the Headteacher in the recruitment of new Early Years staff as appropriate.
- Support the Headteacher in implementing the principles for effective teaching practice across the Early Years Foundation Stage.

Safeguarding Responsibilities

- To act as part of a team of Deputy Designated Safeguarding Leaders under the direction of the Designated Safeguarding Lead.
- To support the school's behaviour and safeguarding culture.
- Be aware of and comply with policies and procedures relating to child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection
- Report all concerns to an appropriate person.
- Be aware of who is the school's Designated Safeguarding Lead.
- To support the school's policy and procedure for safeguarding children

Equality and Diversity

- Display behaviours that actively support The Partnership's Equality and Diversity policy and the Code of Conduct.
- Be aware of and support difference.
- Support the leadership team and teaching staff in providing pupils with equality of access to opportunities to learn and develop.
- Contribute to and support the overall aims and ethos of the Partnership and the academy in which they are based.
- Take responsibility and be proactive in resolving situations.
- Be open and honest, learn from mistakes.
- Be kind and calm in all communications.

Whilst every effort has been made to explain the main duties and responsibilities of the Phase Leader role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by the Headteacher