



# Derby Grammar School

## Where you belong

<b>Job title</b>	Head of EYFS and Teacher of Key Stage 1
<b>Purpose</b>	<p>The Head of EYFS / KS1 teacher will promote a love of learning and stimulate intellectual curiosity amongst pupils at Derby Grammar Primary School through inspirational teaching and guidance, ensuring each pupil is supported to achieve his potential.</p> <p>The post holder will demonstrate a thorough knowledge of the EYFS Framework and ensure that the statutory requirements are met. They will have responsibility and accountability for pupil outcomes within EYFS.</p> <p>He/she will play a part in the work of the Primary School, share in the School's aims and ambitions, and make a positive contribution to the wider life and ethos of the School.</p>
<b>Responsible to</b>	Primary School Academic Lead & Acting Deputy Head Academic
<b>Safeguarding</b>	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.
<b>Full time / part time</b>	Full time
<b>Salary</b>	Main pay scale

### Specific Responsibilities

#### EYFS

- Ensure that the statutory requirements of the EYFS Framework are met.
- Demonstrate a thorough knowledge of the EYFS Framework.
- Responsibility and accountability for pupil outcomes within EYFS.
- Establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
- Be visionary and creative in the development of the EYFS provision.

### **Departmental planning**

- To assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies.
- Be familiar with departmental aims and objectives and share, where required, in departmental administration and policy making.
- Collaborate and contribute positively to School and departmental initiatives, implementing new ideas and working as a team member to ensure a high quality of teaching and learning.

### **Teaching, assessment and reporting**

- Plan, prepare and deliver lessons in line with the departmental scheme of work and external examination specifications.
- Set and instil high expectations across the subject at all levels.
- Assess, record and report on pupil attainment, learning and progress, working to Departmental deadlines. Keeping a record of marks and assessments and using this information to inform teaching and learning, adapting methods as required to respond to the strengths and needs of all pupils.
- Set and mark classwork and homework regularly in accordance with Departmental and School policies.
- Support the invigilation, supervision, marking and moderation of examinations and coursework or controlled assessment as required.
- Prepare for and attend Parents' Evenings and other parent-teacher events as required, maintaining constructive and developmental dialogue with pupils and families.
- Provide guidance and advice to pupils regarding GCSE, A Level, Higher Education and career choices as appropriate.

### **Professional development**

- Keep abreast of developments nationally in your subject area.
- Participate as required in the School's appraisal system.
- Regularly review your methods of teaching and programmes of work.
- Engage in professional development by attending relevant courses and meetings as agreed with your Head of Department.

### **General responsibilities**

- Maintain good order and discipline among pupils and safeguard their health and safety both at School and on organised events outside school.
- Maintain appropriate records and provide relevant, accurate and up to date information for registers and information management systems.

- Support and contribute to wider extra-curricular activities in the School.
- Carry out cover and duties in accordance with published rotas.
- Attend staff meetings relevant to the curriculum, administration or organisation of the School, including pastoral arrangements, making a full contribution as required.
- Attend and participate in, as required, general School functions, assemblies, meetings, social and cultural events, including those held out of school hours during term time.
- Liaise and promote positive relationships with parents/carers and outside agencies regarding pupil progress and welfare issues.
- Promote the general progress and wellbeing of individual pupils and of any class or group assigned to you, including the monitoring of the personal and social needs of pupils and taking action where required.
- Assist in the promotion of the School's reputation and in marketing activities, including attendance at open events.
- Participating in administrative and organisational tasks related to duties as described above, including the management or supervision of persons providing support for the teachers in School.
- Carry out any additional task reasonably requested by the Head, Acting Deputy Heads, or Primary School Academic Lead.