



Two Rivers Primary School
Quince
Amington
Tamworth
Staffordshire
B77 4EN
☎: 01827 426123
✉: office.@tworiversschool.net
🌐: www.tworiversschool.net



Phase Leader and EYFS Lead Teacher

Job Description

Responsibilities and main duties:

The Phase Leader will have responsibilities in the areas of leadership, curriculum development, monitoring achievement and progress within the phase, liaison with parents and pastoral duties. The Phase Leader will lead the EYFS/ Sensory provision across school.

Experience and Skills:

- A consistently high standard classroom practitioner.
- Proven high expectations of children's attainment and progress.
- Experience of effectively leading a subject area and having whole school impact.
- Experience of leading a whole school initiative and leading staff training.
- Evidence of commitment to own continuing professional development.
- Good interpersonal skills.
- Good people management skills.
- Good level of ICT literacy.
- Ability to think creatively and imaginatively.
- Understanding of effective teaching strategies and teaching styles.
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management.

Practical Skills:

- Ability to work both autonomously and as a member of a team.
- Ability to forge effective professional relationships and establish positive partnerships with parents and carers.
- Empathetic and approachable manner.
- Highly motivated.

Leadership:

- Be a member of the Leadership Team.
- Proactive and positive leadership of your phase to fully support and implement whole school initiatives.
- Line manage teachers within the phase.
- Implement and support the performance management process as a reviewer when requested.
- Show a high level of confidentiality and professionalism at all times.
- Provide support to the Headteacher, promoting positive attitudes to change and school Improvement.
- Ensure that the aims, policies and values of the school are upheld.
- To lead regular phase meetings with team members



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· Take a lead in securing and embedding within your phase the pastoral and behavioural support systems in the school.

Curriculum:

- Lead, develop and enhance the teaching of others within the phase
- Jointly monitoring the quality of teaching and learning and sharing judgments with teachers and support staff as appropriate.
- Create opportunities for the development of independent learning within the phase.
- Lead and develop your core subject throughout the school – this includes co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice.
- Monitor, review and evaluate your subject to ensure that it is being effectively delivered throughout the school.

Assessment:

- Closely monitor the progress and attainment of children within the phase ensuring high expectations by all teachers.
- Ensure that the target setting process is robust and is linked to standards and individual achievement.
- Use data and children's work to monitor progress and implement changes where necessary.

Liaison:

- Closely Liaise with other phase leaders to ensure effective transition for pupils from one year to another or from one school to another.
- Work with other phase leaders to ensure effective communication across the school.
- To promote the image of the school within the local community.

Pastoral:

- Actively encourage and support all staff, providing advice, praise and assistance when needed.
- Foster and develop an atmosphere of trust and care within school in order to generate a healthy team approach and a climate of security.

Safeguarding Leadership (DSL – Satellite Provision):

- Act as Designated Safeguarding Lead (DSL) for the EYFS satellite provision.
- Take lead responsibility for safeguarding and child protection within the setting.
- Ensure all safeguarding policies and procedures are effectively embedded and consistently applied.
- Maintain a strong safeguarding culture where the welfare of the child is paramount.
- Be mindful of Health and Safety regulations.

Child Protection & Case Management:

- Manage safeguarding concerns, disclosures, and referrals in line with KCSIE and local procedures.



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Work closely with social care and external agencies to support vulnerable pupils.
Maintain accurate, confidential safeguarding records.
Monitor pupils at risk, particularly those with SEND who may have additional vulnerabilities.

SEND & Inclusion:

Ensure teaching, safeguarding, and pastoral support reflect the needs of children with:

- Complex learning needs
- Communication difficulties
- Sensory and physical needs

Work collaboratively with the SENCO and multidisciplinary teams.

Promote inclusive practice and remove barriers to learning and wellbeing.

Staff Leadership & Development:

Lead, support and develop EYFS staff, including support staff.

Provide safeguarding guidance and support to all staff in the provision.

Deliver or coordinate safeguarding and EYFS training.

Support staff in managing safeguarding concerns confidently and appropriately.

Working with Families & External Agencies:

Build strong partnerships with parents and carers.

Act as key safeguarding contact for families within the provision.

Liaise with external professionals, including:

- Social workers
- Health and therapy teams
- Early Years services

Attend multi-agency meetings, case conferences, and reviews.

General:

· To be a positive role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos for learning.

Responsible to:

Headteacher, Deputy Headteacher and members of the Senior Leadership Team (SLT) and the Governing Body.



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