



Rushbrook Primary Academy

Job Description

Title:	Foundation Stage Phase Lead
Reporting to:	Principal Assistant Principals Governing Body
Main Contacts:	Principal Assistant Principals Class Teachers Children Parents Other Professionals

Main Purposes of the Post:

To oversee the attainment, progress and welfare of the pupils in the Foundation Stage. To be responsible for the quality of teaching and learning in the Foundation stage teaching team. To ensure effective transition from home to Nursery, Nursery to Reception and Reception to Year 1. The candidate must be willing to take on the Montessori philosophy to drive the EYFS curriculum.

Main Tasks:

The post requires you to teach pupils in the Foundation Primary age range and to manage and develop the foundation stage team.

The performance of your duties will include:

1. Delivery of the academy's whole curriculum and to follow all other academy agreed policies and schemes of work.
2. Providing a warm, supportive, caring and motivating environment for children, staff and parents within the foundation phase.



101 Shillingford Road, Gorton, Manchester M18 7TN
t: 0161 223 5955 f: 0161 223 8695 e: admin@rpa.bfet.uk
www.rpa.bfet.uk

Head of School: Ms Hew Ting Yuen **Executive Principal:** Mr Gary Handforth

Registered Office: Bright Futures Educational Trust, Lodge House, Cavendish Road, Bowdon, Altrincham, WA14 2NJ
Registered No. 07695771 England and Wales VAT No. 123-2401-71



3. To demonstrate exemplary Foundation Stage classroom practice, providing a model for all Foundation Stage teachers.
4. To develop initiatives and approaches which raise the attainment of children across Foundation Stage and at the end of the key stage including planning and organising interventions from PLA's.
5. To coach, develop and mentor Foundation Stage teachers using the academy's monitoring procedures so raising the quality of teaching across the department.
6. To manage the performance of each Foundation Stage teacher and PLA establishing clear lines of reporting and accountability.
7. To lead pupil progress meetings to raise attainment, accelerate progress and meet the needs of all pupil groups.
8. Develop protocols and practice that enable effective transition from Foundation to KS1. Liaising with KS1 staff and the KS1 Lead.
9. Implementing, monitoring and reviewing the academy behaviour management policy across the Foundation Stage.
10. Participating in leadership meetings and staff development sessions across the Foundation Stage.
11. Parent education including Webster Stratton parent survival course.
12. Parental induction to Foundation Stage, including home visits before entry to Nursery.
13. Collaborate with providers of 0 – 3 children.
14. Maintenance of Montessori practice across the Foundation Stage.
15. Training of all Primary Learning Assistants in the Foundation Stage





Rushbrook Primary Academy

Person Specification

Foundation Stage Phase Lead

Personal Qualities	
Essential	
<ul style="list-style-type: none"> • Must like children and understand their development. • Must be committed to inclusive education • Must be committed to high standards of achievement • Must have a strong work ethic and high energy levels 	
Minimum Essential Requirements	Method of Assessment
1. To be a qualified teacher and have Montessori training	Application Form
2. To have relevant teaching experience of Foundation Stage	Application Form/Interview
3. To demonstrate evidence of personal professional development through recent training	Application Form/Interview
4. To have some experience of middle leadership.	Application Form/Interview
5. To understand assessment for learning	Application Form/Interview
6. To understand child development	Application Form/Interview
7. To understand how to remove barriers to learning	Application Form/Interview
8. To identify, plan, organise and prioritise own work and that of others	Application Form/Interview
9. The ability to teach effectively using a variety of teaching and learning styles	Application Form/Interview
10. To meet deadlines	Application Form/Interview
11. To raise attainment, accelerate progress and reduce	Application Form/Interview



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underachievement in all pupil groups	
12. To develop the quality of teaching in the Foundation Stage team through coaching, mentoring and monitoring giving clear advice to teachers about improving their practice	Application Form/Interview
13. To ensure clear lines of reporting and accountability across the phase.	Application Form/Interview
14. To contribute to the strategic development of academy	Application Form/Interview
15. To work collaboratively in teams within the academy and across the Trust	Application Form/Interview
16. To communicate effectively and clearly both orally and in writing.	Application Form/Interview
17. To manage and improve the performance of teachers and Primary Learning Assistants in the Foundation Stage	Application Form/Interview
<p>Work Related Circumstances</p> <p>Commitment to:</p> <ul style="list-style-type: none"> • Inclusive education – educating the whole child • Raising standards of attainment and achievement • Raising aspiration and expectation in children, other members of staff and parents • The vision for academy development • The Academy Trust’s Equal Opportunities Policy • Continuing to develop the academy as part of the community 	

Please try to show in your application form whether or not you meet these requirements



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