



An exciting opportunity for a passionate EYFS Lead

Through God: we can flourish, we can learn, we can achieve.

EYFS Lead Job Description

- Fulfilling the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
- Meeting the expectations set out in the Teachers' Standards
- To have responsibility for an assigned class for the day to day work and management.
- To promote the culture and the aims and objectives of the school and to maintain its philosophy of education
- To be responsible for the safety and welfare of pupils during on-site and off-site activities.

The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and responsibilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) / inclusion lead to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the multi-academy trust (MAT) on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
 - Is diverse and inclusive
 - Meets the needs of all pupils and the requirements of the EYFS framework
 - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)

- Is effectively and consistently implemented across the EYFS
- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the EYFS
- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcome.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies
- Maintain good order and discipline among pupils in accordance with the school behaviour policy

Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of support staff
- Participate in arrangements for your own further training and professional development and, where appropriate, that of support staff including induction

Communication

- Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school

Person Specification EYFS Lead

Essential Skills and Attributes

- Expert knowledge of the EYFS statutory framework and handbook
- Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve
- Awareness of local and national organisations that can support delivering the EYFS
- Dynamic, creative and highly motivated with a commitment to pupil progress.
- Have high expectations of all pupils
- Develop good personal relationships within a team
- A good classroom practitioner
- Committed to improving standards of teaching and learning across the whole school.
- Open, and willing to take responsibility for professional development
- Ability to plan and implement an effective teaching program including the monitoring, assessment, recording and reporting of pupil progress
- Competent user of ICT.
- A clear understanding of safeguarding practices and policies

Desirable Skills and Attributes

- Strengths in English or Mathematics areas of the curriculum
- Communicate effectively (both orally and in writing) to a variety of audiences
- Ability to be evaluative and accept advice
- Have a positive attitude and enthusiasm for all aspects of school life
- Confident in using ICT
- Commitment to our Christian ethos and value

Safeguarding Recruitment Statement

We are committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share this commitment and undergo an enhanced DBS check