



JOB DESCRIPTION AND PERSON SPECIFICATION FOR Early Years Foundation Stage (EYFS) LEADER

We are looking for an inspirational EYFS leader and outstanding Early Years' teacher, who will have an impact on the outcomes for our children through securing outstanding teaching across the phase. The successful candidate will have to meet the requirements of the person specification and will be subject to an enhanced DBS check.

Position: Class Teacher and EYFS Leader

EYFS Scale: MPS or UPS with TLR2B Salary: Salary negotiable dependent on qualifications and experience In addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school's policies under the direction of the Principal.

KEY PURPOSE

- Teach a class of children and ensure planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- To support, hold accountable, develop and lead the phase team in order to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all children in the EYFS.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- To be a member of the School Leadership Team and make a significant contribution to the strategic development and direction of the school.

MAIN ACTIVITIES

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Principal and the Senior Leadership Team.
- Plan appropriately to meet the needs of all children, through adaptation of tasks, having the highest expectation of every child and believing that every learner has unlimited potential for development.
- Plan and deliver the curriculum within the framework of present school policies and procedures.
- Set clear targets, based on prior attainment, for children's learning.
- Plan and resource a classroom which will encourage the development of all aspects of children's learning. In particular, to encourage children's independent use of resources and involvement in their learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all children.
- Monitor children's progress, keep records and evaluate children's achievements.
- Set children high standards in the content and presentation of their work.
- Establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development.
- Maintain good order and discipline amongst all children, in accordance with the school's positive behaviour policy.

- Work in partnership with parents and carers in providing a quality education experience for all children and report to parents on the development, progress and attainment of their children.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with outside agencies.
- Lead, organise and direct support staff within the classroom.
- Lead a core curriculum area or aspect (see additional responsibilities below)
- Participate in the performance management system for the appraisal of their own performance and that of other teachers.

Strategic Direction and Development of EYFS (with the support of, and under the direction of, the Principal and senior management team)

- Help develop a highly effective Early Years team through effective systems.
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning which leads to outstanding outcomes for children in Early Years
- Be able to present a coherent and accurate account of the children's performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including the school's stakeholder's committee (SSC), the LA, the local community, Ofsted and others.
- Lead by example, provide inspiration and motivation to the EYFS teams. Embody for the children, staff, SSC and parents the vision, purpose and leadership of learning in EYFS
- Ensure all teaching staff and non-teaching staff are committed to the school's aims, and are accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of all EYFS children.
- Oversee and ensure all staff in the EYFS are working in accordance with safeguarding legislation and that staff remain vigilant at all times.

Planning and Setting Expectations

- Lead and manage the creation and implementation of an EYFS strategic plan, with particular emphasis on improving the quality of teaching, which identifies priorities and targets for ensuring children achieve high standards and make progress, and securing school improvement.

Have high expectations of all children and staff

- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Assessment and Evaluation in EYFS

- To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- To contribute to the School Evaluation Form and write the EYFS SEF annually.
- Work with other lead professionals to ensure the use of comparative data, together with information technology on children prior attainment, to establish benchmarks and set targets for improvement.
- Use this information to form annual action plans to inform

Relationship with Parents/Carer and the Wider Community

- To support families with the induction and well-being of their child when they arrive in Early Years.
- Ensure parents are well-informed about their child's attainment and progress.
- To develop an effective partnership with parents/carers and help them to understand how they can support their child's learning and personal development.

- Involve parents/carers in the learning process through workshops and events.
- Develop effective relationships with the community; make meaningful connections with feeder childcare providers and their parents/carers

Managing and Developing Staff

- Ensure a professional attitude is maintained by all staff in EYFS team.
- Lead professional development of staff through example, creating strong team work.
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.
- Mentor trainee and newly qualified teachers and support the induction of any new staff in EYFS.

Managing Resources

- Manage, monitor and review the range, quality and quantity of all available resources in order to improve achievements, ensure efficiency and secure value for money.

Managing Own Performance and Development

- Participate in arrangements for Appraisal and take responsibility for own professional development.
- Priorities and manage own time effectively. Work under pressure and to deadlines.
- Sustain own motivation and that of other staff in their phase.

Other duties and Responsibilities

- To undertake the duties of the Assistant principal in their absence.
- To ensure the safeguarding of all children.
- Other duties that the Principal may from time to time ask the post holder to perform.