**Monksmoor Park CE Primary School**

**Job Description for Foundation Stage Leader**

**Core Purpose of the Post:**

The priorities in principle for this job are to support and assist the Headteacher by:

* planning and teaching high quality lessons
* providing dynamic and professional leadership and management of Early Years Foundation stage;
* sharing and modelling the school’s vision and values in everyday work and practice;
* developing and motivating staff in the Early Years Foundation stage;
* setting high expectations;
* embedding learning and teaching strategies and raising achievement;
* contributing to our rigorous and on-going self evaluation;
* taking responsibility for leading specific areas/initiatives to secure further school wide improvements;
* leading by example and be a genuine team player.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To undertake the full range of duties and responsibilities as required by the Headteacher as set out in The School Teachers Pay and Conditions of Service.
2. Maintain class teacher responsibility with significant daily teaching.
3. Have overall responsibility for the day to day leadership and management of the Foundation Stage, including the well-being of the children.
4. Demonstrate a passionate commitment to the school, its pupils, staff, parents, carers and community.
5. To remain focused on securing outcomes for all groups of learners
6. Fully understand the Church of England’s vision for education which embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people.
7. Develop a culture that enables all staff to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
8. To be a member of the Leadership Team and contribute to the shaping of the school 3 year Strategic Vision, the annual School Improvement Plan and Self Evaluation process which, through consultation, identifies appropriate priorities and targets for ensuring that pupils achieve high standards, make progress, are safe and enjoy their learning and work.
9. To oversee and lead specific elements of the school improvement strategy as defined by the Headteacher.
10. Prepare reports for Headteacher.
11. To effectively line manage the EYFS team, embed ambition, drive improvement, quality assure their work and share accountability for their effectiveness.
12. To support the Headteacher in leading the school through all external reviews and inspections.
13. To communicate effectively with all stakeholders within the school and to work very closely alongside the Headteacher.
14. To monitor, evaluate, analyse and review the effectiveness of the school’s policies linked to the role.
15. Ensure team members take up professional development opportunities, including opportunities within the team and in school, to meet their performance objectives.
16. Lead performance management
17. Attend and take an active part in school meetings, meetings with external agencies, parents’ evenings and open evenings.

**The Early Years Foundation Leader will always:**

1. Put ‘Pupils First’ in everything they do.
2. Be flexible in order to meet the constantly changing demands of the role.
3. Show commitment to the Christian ethos and values of the school.
4. Be positive at all times, be honest and know the staff and pupils.
5. Model what they expect to see from others.
6. Contribute actively to the strategic development of the School.
7. Be a genuine team player.
8. Be a learner: listen to others and keep up to date with educational development, strategy and thinking.