



## Job Description – EYFS Leader

**Responsible to:** Head Teacher

**Job Purpose:** To support the Head Teacher in creating, establishing and managing the aims and objectives of the school, in partnership with students, staff, directors and parents; to lead the Early Years Foundation Stage alongside own EY class teaching responsibilities.

**Duties:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### Reporting Structure for EYFS



### Professional Expectations

The EYFS Leader will:

- Have responsibility and accountability for standards and expectations within EYFS.
- Foster the development of a positive and supportive ethos for academic and social learning that places learning and the learner as the central element of EYFS.
- Display a high standard of professional behaviour and integrity at all times, adhering to the line management structure.
- Provide a role model of professionalism for other staff members.
- Actively support the vision and aims of The Firs School.

### Key Areas of Responsibility

#### 1. Vision

- Support the school vision and strategic aims and contribute effectively to the Senior Leadership Team
- Advocate for the needs of EYFS with reference to the needs of the whole school, the school development plan and the Firs Priorities

#### 2. Guidelines

- Have oversight, consistency and quality of:
  - year group guidelines for teachers and other academic staff
  - curriculum plans for parents
  - induction support and guidelines for new teachers and other academic staff
  - on-going support for curriculum implementation and quality practice in teaching and monitoring of learning
  - staff guidance information in relation to assessment and pastoral care of students
  - reports to parents beginning with 2 year olds report

- o assessment and baseline tracking.

### 3. **Manage**

- Work closely with the SENDCo to ensure all learners' needs are met effectively across EYFS.
- Directly manage teachers and support staff to support the day to day running of EYFS, providing guidance and direction.
- Manage resource allocation across EYFS to ensure curriculum and teaching provision is maintained and developed to meet the needs of learners.
- Report regularly to the Headteacher on staff well-being and strategic areas of development as identified in the school development plan.

### 4. **Monitor**

- Undertake lesson observations, learning walks and other required actions to support the Performance Management cycle process for EYFS teachers and teaching assistants
- Have oversight of work scrutiny processes within the EYFS and ensure constructive feedback is provided to all professionals.
- Undertake planning scrutiny and provide feedback to class teachers and other academic staff.
- Ensure staff strengths are utilised effectively across EYFS and that staff needs are identified and developed.
- Value added within each year group.
- Monitor progress throughout the year and identify pupils who may not get GLD, or may exceed in areas of learning; ensuring evidence is in place on scholarpack.

### 5. **Quality Assurance**

- Facilitate an overview of the analysis of pupil progress and achievement data for EYFS.
- Share data analysis with the SLT on a regular basis.
- Use data to record GLD for all pupils at the end of Reception; feeding this back to SLT.
- Ensure that intervention mapping is carried out and that targeted children's needs are met efficiently.
- Work closely with the SENDCo to ensure intervention programmes are effectively planned and implemented.

### 6. **Innovation**

- Coordinate new initiatives at EYFS level through liaison with the SLT.
- Ensure that EYFS or own ideas/suggestions for innovation are provided to the Headteacher.

### 7. **Pastoral Care**

- Work collaboratively with all staff to help:
  - o tracking and improve student attendance and punctuality
  - o implementing the student behavior system student
  - o provision of Pastoral Care and Guidance for all staff working in EYFS
  - o help organize school events such as open day, productions and special services.

### 8. **Communication**

- Provide guidance and oversight across EYFS to ensure effective communication within school and with parents.
- Establish positive, professional relationships with parents, colleagues, children and other groups associated with EYFS.
- Ensure support the school's communication channels are utilised efficiently to distribute and share information.

- Establish strong and ongoing positive relationships between EYFS staff and parents.
- As EYFS Leader, work positively with the FPG to foster and enhance the working relationship of this group with the school.
- Ensure that EYFS staff report on children's progress and development both formally (as identified in the school's strategic calendar) and informally as required, in a professional and competent manner.
- Ensure liaison and teamwork is effective across EYFS.

#### 9. **Development Cycles (Performance Management, Assessment, Reporting and Monitoring)**

- Ensure that EYFS staff complete all management and administrative tasks related to cycles within the school on time and to a high standard.
- Ensure that all EYFS requirements related to the annual calendar are completed on time and to a high standard.
- Report on areas of responsibility as directed by the Headteacher utilising the correct formats as required.
- Provide support for and promote all aspects of School Development Plan priorities.

#### 10. **Curriculum Leadership**

- Ensure a coherent and consistent approach to curriculum delivery within EYFS and transition between Reception and Year 1.
- Ensure Curriculum guidelines are understood by teachers across all curriculum areas.
- Identify areas of need within the EYFS curriculum and report these to the Headteacher along with recommendations for further development.
- Monitor implementation of curriculum across the EYFS and ensure good quality planning.
- Monitor standards and achievement across the curriculum in EYFS.

#### 11. **Budget Responsibility**

- Have oversight of EYFS **budgets** by:
  - supporting the Headteacher to identify spending priorities from general budget areas
  - monitoring spending and remaining within the approved budget for the current year for any areas of budget responsibility.