

## The EYFS Coordinator

The EYFS Coordinator is a member of the School SMT with responsibility for the management and leadership of the EYFS programme - the foundation for successful education for all students. To allow for additional leadership and management responsibilities the role comes with an additional five non-contact lessons so the EYFS Coordinator is expected to teach 21 classes per week. As a member of SMT the EYFS coordinator is expected to support strategic initiatives of the management.

- Managing and mentoring the staff working in the EYFS department
- Key point of contact for parents and teachers within the department in the event of any issues arising.
- Ensure all communication to parents is in line with school guiding statements and curricular aims
- Ensure planning is done for continuous provision in EYFS
- Modelling good practice for EYFS Teaching staff
- Order and maintain stocks of materials for teaching and display purposes and ensure the maintenance of appropriate resources to deliver the continuous provision
- Share knowledge gained with other practitioners and parents e.g through organising workshops;
- Deliver in-service training, professional development and workshops for the EYFS Department and run regular meetings for the team.
- Keep up to date with changes in the curriculum and developments in best practice
- Ensure all students get reports
- Ensure Early years Project week, sports days and programme of visits is organised, risk assessed and appropriately staffed.
- Organise time table and absence cover for the teaching staff.
- Take a lead role in the performance management of staff within the team, following up areas for development in order to improve practice.
- Manage the assessment process of Tapestry ( check observation of 40 children before publishing them) and train staff towards more independence in its use.
- Ensure appropriate provision for students of ALN including ESL
- Keep SLT up to date with ongoing developments
- Monitor admission of children in EYFS through Spend the day the DSB way
- Contribute to drawing up and monitoring a budget for EYFS

