**Leicester High School for Girls**

**Early Year Foundation Stage Leader**

**Job Description**

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| Location | Junior Department |
| Job purpose | To manage a team of practitioners in the effective and efficient running of the EYFS  To lead the EYFS in strategic development and evaluation  To be part of the Junior Department Leadership Team |
| Responsible to | Head of the Junior Department |
| Responsible for | EYFS Practitioners |

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| Key responsibilities | Expected Outcomes |
| To motivate, inspire, challenge and support pupils and staff in the EYFS team. | EYFS Leader leads a hardworking and enthusiastic team, with a shared focus and vision |
| To have an excellent knowledge of the EYFS and KS1 curriculum. | EYFS Leader maintains and shares current curriculum knowledge |
| To contribute to School policies and procedures, with a specific focus for EYFS | EYFS Leader uses current best practice to advise upon policy review |
| To ensure statutory duties and School procedures and policies are met in the EYFS | EYFS Leader reviews policies and risk assessments at least annually |
| To take a strategic role evaluating the School’s EYFS provision and outcomes. | EYFS Leader evaluates EYFS provision and outcomes at least annually |
| To contribute and develop the school Self-Evaluation Form and School Development Plan with a specific focus for EYFS. | EYFS Leader contributes to SEF, contributes to and reviews the SDP/One Year Action Plan |
| To work with staff to promote best and innovative practice to enrich teaching and learning in the EYFS. | EYFS Leader works with EYFS practitioners to provide opportunities for all to lead developments or maintain areas |
| To lead the EYFS team to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils. | EYFS Leader supports EYFS practitioners to deliver lessons that are good or outstanding in an inspiring environment that supports this aim |
| To monitor teaching and learning activities to ensure all pupils are able to make progress in all areas of learning. | EYFS Leader conducts observations, coaching, work scrutinies, pupil progress meetings, etc to ensure optimum progress |
| To monitor and evaluate standards within EYFS, analysing data and to use this information to set targets and to inform future planning. | EYFS Leader uses data to monitor pupil progress, set targets and determine resource deployment |
| To take a lead role in developing new initiatives and monitor and evaluate their success. | EYFS Leader maintains an awareness of best practice in other settings and implements these where beneficial to the School |
| To liaise with staff to ensure smooth transition from Nursery to YR and then from YR to Y1. | EYFS Leader works closely with EYFS staff and Y1 teaching staff |
| To lead the team in ensuring effective communication with parents/carers, other colleagues, governors and the wider community. | EYFS Leader holds constructive meetings/workshops whenever required with parents/carers and communicates a shared vision with others |
| To form effective links with other schools and outside agencies to support aspects of school improvement (including moderation). | EYFS Leader works with feeder nurseries/schools, local authorities, health and SEND professionals |
| To be committed to personal continued professional development. | EYFS Leader takes an active role in CPD and professional development |
| To plan and contribute to marketing events that promote the School to current and prospective families | EYFS Leader initiates, plans and manages events to promote the School |
| To work with the Admissions Team to provide a smooth start for new families | EYFS Leader provides a source of advice through home visits and other contact |
| To be responsible for the EYFS schemes of work, staff deployment and resource management. | EYFS Leader ensures the EYFS is run effectively and efficiently. |
| To be the EYFS Designated Safeguarding Lead and EYFS SEND Leader | EYFS Leader undertakes necessary training and actively fulfills these roles |

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.