

# Early Years Lead JOB DESCRIPTION

## ALLEN EDWARDS PRIMARY SCHOOL

**Post:** Early Years

**Responsible to:** Headteacher and Governing Body

### Main purpose:

The EYFS lead at Allen Edwards includes Nursery, Reception and Year 1 transition (for the majority of Year 1 pupils: this is until the end of the Autumn Term).

In addition to:

- Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meeting the expectations set out in the [Teachers' Standards](#)

The EYFS leader, under the direction of the Headteacher, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

### Duties and responsibilities

#### Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the LA on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

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### **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for EYFS
- Prioritise the teaching of phonics and monitor and evaluate its impact on pupils across Nursery, Reception and Year 1.
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
  - Is diverse and inclusive
  - Meets the needs of all pupils and the requirements of the EYFS framework
  - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
  - Is effectively and consistently implemented across the EYFS
- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

### **Leading and managing staff**

- Develop a collaborative and co-operative approach within the EYFS team
- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources and planning in the EYFS
- Monitor teaching and learning by visiting lessons, scrutinising books/ learning journals and talking with pupils to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

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### **Efficient and effective deployment of resources**

- Ensure Read, Write, Inc resources are readily available across the EYFS
- Provide support with textbooks and library books in the EYFS
- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment and provision provided
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays and provision for the EYFS across the school to ensure they are stimulating, of high quality and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EYFS leader will carry out. The post holder may be required to do other duties appropriate to the level of the role.