

**ROYAL BOROUGH OF GREENWICH COUNCIL**  
**EGLINTON PRIMARY SCHOOL AND EARLY YEARS CENTRE**

**JOB DESCRIPTION**

<b>DEPARTMENT:</b>	<b>Education</b>
<b>SECTION:</b>	<b>Eglinton Primary and Early Years Centre</b>
<b>DESIGNATION OF POST:</b>	<b>Early Years Leader</b>
<b>RESPONSIBLE TO:</b>	<b>Executive Headteacher</b>

**Job Purpose:**

- To provide leadership in the development and management of the teaching and learning of our EYFS.
- To teach pupils within the EYFS and carry out such other associated duties as are reasonably assigned by the Executive Headteacher.

**The post holder is responsible for:**

- Co-ordinating and overseeing teaching staff and support staff working in nursery and reception
- The coaching, mentoring and development of all EYFS staff

**Duties and responsibilities specific to the post:**

**Leadership and Management:**

- Advise and update the Executive Headteacher and colleagues on all aspects of the EYFS
- Co-ordinate and take day-to-day responsibility for the organisation and management of the EYFS.
- Seek to ensure the effective use of the school's resources and budget allocation in our nursery and reception.
- Ensure a smooth transition of pupils into our nursery and reception children into Year 1.
- Develop and strengthen good relationships with parents/carers, pre-school providers and the wider community

**Teaching and Learning:**

- With colleagues and members of the SLT monitor, evaluate and support the teaching & learning of our EYFS pupils
- Provide support to colleagues in the teaching and learning of the EYFS curriculum.
- Ensure assessment procedures for recording, reporting and tracking pupils' progress are securely and effectively in place.

**Generic duties and responsibilities:**

To work within the framework of national legislation, in accordance with the provisions of the School Teachers Pay and Conditions.

Document and with locally agreed conditions of employment. The duties & responsibilities in this job description should be supplemented by those accountabilities, roles & responsibilities common to all classroom teachers, as set out in the above document.

In addition the post is subject to compliance with:

- School policies & guidelines on the curriculum and school organisation
- National Standards for Qualified Teachers
- SEN Code of Practice

**The EYFS Leader will be entitled to:**

- Support in his/her role from the Executive Headteacher, SLT, colleagues and the Governing Body
- Opportunities, support and encouragement to undertake further Professional Development.
- Regular class release time
- Regular opportunities to work closely with the Executive Headteacher, School Leaders and colleagues to discuss issues and share ideas on how together we can further develop our Early Years Provision.

**Signed .....(Postholder)    Date .....**

**Signed .....(Headteacher)    Date.....**

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PERSON SPECIFICATION

POST: EARLY YEARS LEADER

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	Further appropriate qualifications
Experience	<ul style="list-style-type: none"> <li>A minimum of two years teaching in EYFS</li> <li>Experience of teaching in an EYFS setting</li> <li>Evidence of high level of competence as a classroom teacher</li> <li>Evidence of good to outstanding standards of progress for children in his/her class</li> </ul>	<p>Clear ideas about teaching and learning.</p> <p>Experience of leading a core curriculum area and key area of responsibility</p>
School Ethos	<ul style="list-style-type: none"> <li>Understands the importance of enabling all children to be happy, confident learners who will achieve their potential.</li> <li></li> </ul>	Evidence of successful relationships with staff, children, parents and Governors
School Leadership & Management	<ul style="list-style-type: none"> <li>A commitment to raising standards</li> <li>Evidence of school improvement initiative</li> <li>Good organizational and Management skills</li> <li>Evidence of a commitment to partnership and teamwork</li> <li>Evidence of effective communication skills</li> <li>Experience of managing resources</li> </ul>	<p>Experience of leading and managing staff team.</p> <p>Experience of controlling a budget for subject heading.</p>
Curriculum	<ul style="list-style-type: none"> <li>Understanding of current educational thinking linked to the Early Years Curriculum</li> <li>Knowledge of current assessment procedures</li> <li>Evident of accelerating pupil progress and reaching challenging targets</li> </ul>	<p>Evidence of a willingness to share expertise and promote good practice.</p> <p>Understanding of Early Years Assessment</p> <p>Experience of developing outdoor learning</p> <p>Awareness of the need to monitor and</p>

		<p>evaluate curriculum delivery</p> <p>Understanding of the value of extra curriculum opportunities.</p>
Inclusion	<ul style="list-style-type: none"> <li>• Up to date knowledge of SEN Code of Practice</li> <li>• Experience of providing for individual needs e.g. children with Special Educational Needs and More Able pupils</li> </ul>	Experience of working with outside agencies and professionals
Parents	<ul style="list-style-type: none"> <li>• Experience of building good relationships and working in partnership with parents</li> </ul>	Experience of liaising with pre-school providers
Community	<ul style="list-style-type: none"> <li>• Recognising the importance of the school within the community and has ideas on how to develop this.</li> </ul>	Demonstrate initiatives taken in current post.
Governors	<ul style="list-style-type: none"> <li>• Understanding of the roles and responsibilities of Governors</li> </ul>	Experience of working with Governors
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of recent training and/or professional development.</li> <li>• Willing to attend relevant 'in service' courses and meetings to develop knowledge and understanding of roles and responsibilities</li> </ul>	Involvement in coaching and mentoring staff
Safeguarding	<ul style="list-style-type: none"> <li>• To share and support the school's responsibility towards safeguarding of pupils.</li> <li>• A satisfactory Enhanced DBS Check</li> </ul>	Evidence of child Protection/Safeguarding INSET