

Job description: Early Years Foundation Stage (EYFS) leader

St Mary's Catholic Infant School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: L4

Hours: Full Time

Contract type: Full Time

Reporting to: Head of School

Responsible for: EYFS

Main purpose

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 Head of School, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all
- Carry out duties of a teacher with Senior Leadership Responsibilities
- To be involved in the strategic management of the everyday running of the school
- To be accountable for and act as a line manager for staff in the Early Years.
- To act as a champion for all pupils in the Early Years

Duties and responsibilities

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit and monitor the indoor and outdoor learning environments in the EYFS to evaluate the quality of learning.
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays 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

- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home

Leadership

Work with the Head of School to undertake the following responsibilities, specifically this will include:

- Taking responsibility for coordination of the Early Years Foundation Stage, as appropriate;
- Setting an excellent example of effective teaching including assessment, planning and classroom management; and coaching colleagues who need support;
- Setting an excellent example to high expectation of children's attainment;
- Developing good practice within the school by initiating ideas, encouraging others and working with the Head of School to create a stimulating, learning environment in which ideas are freely exchanged and problems are shared;
- Leading Performance Management, supporting and encouraging staff development with a particular role in the induction of new members of staff to Early Years Foundation Stage, or as appropriate;
- being sensitive to staff morale and well-being;
- Assisting in the selection process for new staff;
- Assisting in the management and deployment of non-teaching staff
- Assisting the Head of School in ensuring safeguarding procedures and the welfare of all children is adhered to by all staff and volunteers;
- Assisting in curriculum co-ordination and development throughout the school, having due regard to the needs identified through monitoring;
- Ensuring that the ethos of the school, in terms of values and high standards of physical and emotional well-being for all children, is promoted and maintained;
- Promoting good behaviour management throughout the school.
- Developing and maintaining good relationships with parents, guardians, carers, other professionals and the local community;
- Developing links with other stakeholders together with external agencies and other relevant agencies; in particular forging strong, effective and sustainable links with other schools and colleges within the Trust.

Management

To work in concert with the Headteacher to lead and manage the School. This will include:

- As Assistant Head take responsibility for the school in the Head of Schools absence;
- Supporting and assisting the Head of School and the Governing Body in the development and implementation of whole-school policies, the curriculum and assessment procedures;
- Supporting and assisting the Head of School and the Governing Body in the cycle of self-evaluation of the School;
- Supporting and assisting the Head of School and the Governing Body in the development of reports and strategic plans;
- Assisting the Head of School in the management and organisation of discipline in the School and the consistent implementation of behaviour policy

Leadership and Safeguarding

To work alongside the Head of School in terms of safeguarding and child protection, ensuring all staff receive appropriate training and act appropriately to safeguard the health, safety and well-being of all learners. This will include:

- Monitoring the medical needs of learners to ensure staff are fully aware of individual needs and are appropriately trained;
- Ensuring that all members of the School community are aware of who to report to in the case of a suspected safeguarding issue;
- Working with multi-agencies to ensure the needs of individual learners are met and that students are safe;
- Ensuring that stakeholders receive appropriate information, advice and guidance regarding own personal safety and that of others; providing the tools to accurately assess risk and ensure safe practices.

Person specification

CRITERIA	QUALITIES	
Qualifications and training	• Degree	E
	• Qualified teacher status	E

Experience	<ul style="list-style-type: none"> • Successful experience of EYFS leadership 	E
	<ul style="list-style-type: none"> • Knowledge and understanding of both the nation curriculum and the Early Years Framework. 	E
	<ul style="list-style-type: none"> • Experience of leading curriculum developments across the school. 	E
	<ul style="list-style-type: none"> • Experience of working with other child care providers 	D
	<ul style="list-style-type: none"> • Experience of Leading staff training and INSETS 	D
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve 	E
	<ul style="list-style-type: none"> • Awareness of local and national organisations that can support delivering the EYFS 	E
	<ul style="list-style-type: none"> • Ability to adapt teaching to meet pupils' needs 	E
	<ul style="list-style-type: none"> • Ability to build effective working relationships with pupils 	E
	<ul style="list-style-type: none"> • Knowledge of guidance and requirements around safeguarding children 	E
	<ul style="list-style-type: none"> • The ability and commitment to provide a broad and balanced education for all students. 	E
	<ul style="list-style-type: none"> • Good IT skills 	E
	<ul style="list-style-type: none"> • Ability to interpret data and report findings 	E
Leadership and Management	<ul style="list-style-type: none"> • Ability to deploy a range of leadership styles, appropriate to different situations. 	D
	<ul style="list-style-type: none"> • Proven ability to work closely and in partnership with the Headteacher. And have a clear vision, ability to think creatively, plan, monitor, evaluate and review. Willingness to work flexibly in order to complete tasks. 	E
	<ul style="list-style-type: none"> • Proven ability to identify and act on poor teaching and promote excellent teaching and learning. 	D
	<ul style="list-style-type: none"> • Experience and skills in strategies to promote positive behaviour management and social inclusion. 	E
	<ul style="list-style-type: none"> • Strong communication skills with students, parents and staff with the ability to work closely with Governors - experience of working with Governors. Active experience of self-evaluation and monitoring procedures and Ofsted criteria. 	E

	<ul style="list-style-type: none"> Ability to demonstrate organisational and management skills appropriate to a senior role. 	E
	<ul style="list-style-type: none"> Ability and willingness to comply with School policies on equal opportunities and the duty to promote race relations. 	E
	<ul style="list-style-type: none"> High standards and expectations 	E
	<ul style="list-style-type: none"> Evidence of creative and innovative capabilities. 	E
	<ul style="list-style-type: none"> Experience of working within and leading teams – a team player and the ability to lead and motivate others. 	E
	<ul style="list-style-type: none"> Talent for promoting positive relationships with all members of the School and its wider community. 	E
	<ul style="list-style-type: none"> Ability to work under pressure but maintaining a work life balance 	E
	<ul style="list-style-type: none"> Sensitive and effective manager. 	E
	<ul style="list-style-type: none"> . Willingness to contribute to the wider life of the School. 	E
	<ul style="list-style-type: none"> Willingness to contribute to supervision duties out of lessons – at break time, lunch time, etc. 	E
	<ul style="list-style-type: none"> Good sense of humour. 	E
	<ul style="list-style-type: none"> Ambitious, potential for further promotion. 	D
	<ul style="list-style-type: none"> Interests and experiences outside teaching – ability to sustain an equitable work/life balance. 	E

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____