

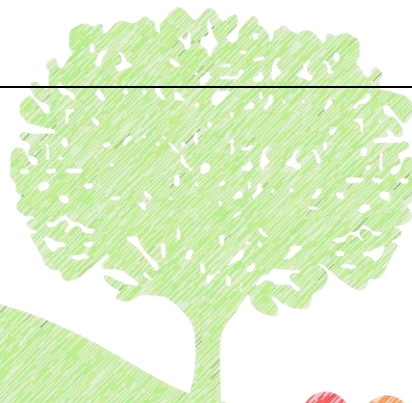


# MEADOWS

## PRIMARY SCHOOL AND NURSERY

### Meadows Early Years and Year One Leader – Person Specification

Criteria	Desirable Qualities
Qualifications and training	<ul style="list-style-type: none"> <li>☀ Degree</li> <li>☀ Qualified teacher status</li> <li>☀ NPQEQ, or willingness to undertake this</li> </ul>
Experience	<ul style="list-style-type: none"> <li>☀ Evidenced impact within EYFS and / or Year One provisions</li> <li>☀ Successful experience of EYFS and / or Year One leadership</li> <li>☀ Teaching experience</li> <li>☀ Understanding of Phonics</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>☀ Expert knowledge of the EYFS statutory framework and handbook</li> <li>☀ Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve</li> <li>☀ Awareness of local and national organisations that can support delivering the EYFS</li> <li>☀ Ability to build effective working relationships with staff and other stakeholders</li> <li>☀ Ability to adapt teaching to meet pupils' needs</li> <li>☀ Ability to build excellent working relationships with children and families</li> <li>☀ Knowledge of guidance and requirements around safeguarding children</li> <li>☀ Good IT skills</li> <li>☀ Effective communication and interpersonal skills</li> <li>☀ Ability to communicate a vision and inspire others</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>☀ Commitment to getting the best outcomes for all children</li> <li>☀ Uphold and promote the vision and values of our school</li> <li>☀ Ability to work under pressure and prioritise effectively</li> <li>☀ Capacity for resilience</li> <li>☀ Maintain confidentiality at all times</li> <li>☀ Commitment to safeguarding, equality, diversity and inclusion</li> <li>☀ Positivity</li> <li>☀ Good humoured</li> </ul>



## Meadows Early Years and Year One Leader – Job Description

### **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 / Year One leader, under the direction of the headteacher, will take lead responsibility of the phase to secure:**

- ☀ High-quality teaching and learning
- ☀ Effective use of resources and staffing
- ☀ Ongoing improvement in the standards of learning and achievement for all

### **Duties and responsibilities:**

#### **Strategic direction:**

- ☀ Develop and implement policies in line with our school's commitment to high-quality teaching and learning
- ☀ Have a good understanding of how well education in EYFS and Year One is being delivered and the impact on pupil achievement
- ☀ Use this understanding to feed into the school development plan and co-produce an annual action plan for the EYFS
- ☀ Promote pupils' spiritual, moral, social, cultural, physical and mental development, alongside Meadows values-based education and British values
- ☀ Work with the Special Educational Needs and Disabilities Coordinator (SENDCo) 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 local authority (LA) and outside agencies on EYFS-related projects and activities
- ☀ Share and secure excellent practice, knowledge and expertise throughout the school as appropriate

## **Leading the curriculum:**

- ☀ Develop and review the intent and implementation of the curriculum in EYFS and Year One
- ☀ 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
- ☀ Consistently and effectively ensures inclusion of 'the Rainbow Room'
- ☀ Works effectively alongside 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

## **Leading and managing staff**

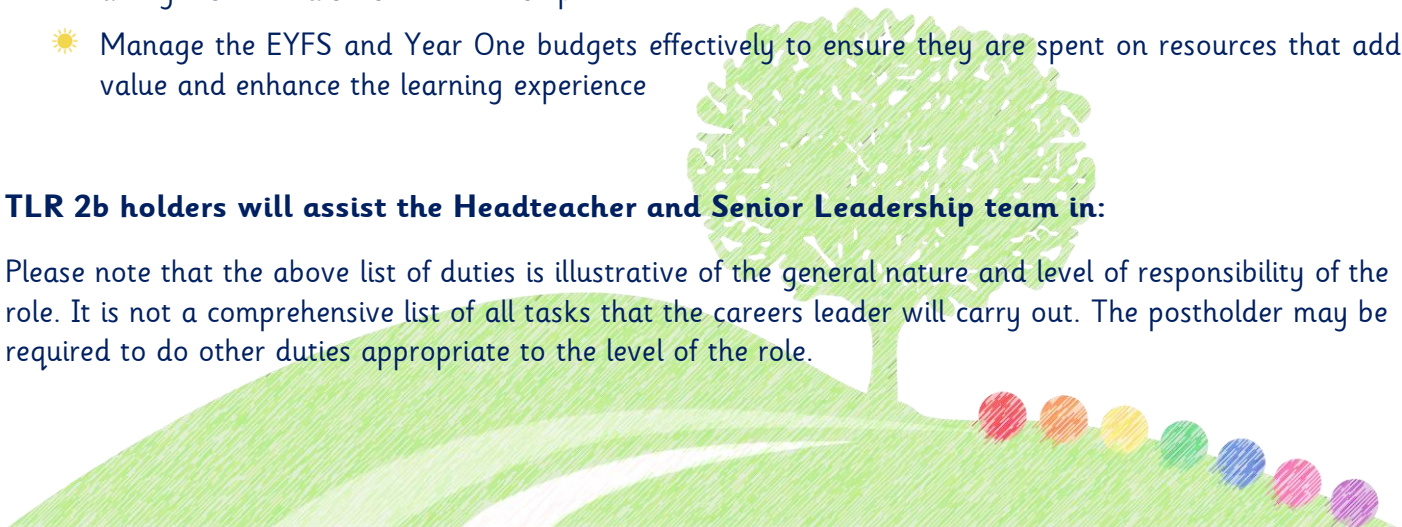
- ☀ Keep staff informed of developments or changes
- ☀ Provide support to staff regarding teaching and learning, resources, and planning
- ☀ Monitor teaching and learning, providing feedback to staff
- ☀ Coach and model team teaching
- ☀ Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- ☀ Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

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

- ☀ Create a safe, welcoming environment
- ☀ Audit the indoor and outdoor learning spaces to evaluate the quality of the overall learning environment
- ☀ Ensure resources used are diverse, inclusive and accessible
- ☀ Provide support with classroom displays to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- ☀ Support continuous provision in the EYFS and Year One, which allows pupils to play independently and gives them a sense of ownership over their environment
- ☀ Manage the EYFS and Year One budgets effectively to ensure they are spent on resources that add value and enhance the learning experience

## **TLR 2b holders will assist the Headteacher and Senior Leadership team in:**

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



- ☀ Leading by example, creating and maintaining a positive ethos and demonstrating professional behaviour and attitudes at all times.
- ☀ Being a positive role model for other members of staff in all matters relating to class organisation, teaching, learning, assessment and professional conduct.
- ☀ Establishing and implementing policies and practices which ensure high achievement and effective teaching, learning and assessment.
- ☀ Monitoring and evaluation of policies and practices, including teaching, learning and assessment.
- ☀ Monitoring standards.
- ☀ Taking a leading role in behaviour management by being aware of behaviour issues within specific phases, monitoring behaviour at times of transition and giving teachers support as detailed in the Supporting Excellent Behaviour Policy.
- ☀ Leading practice within a phase by demonstrating high expectations in terms of quality of the displays, organisation of the learning environment.
- ☀ Monitoring books and planning and provide feedback to teachers and SLT.
- ☀ Leading assemblies attended by children and staff.
- ☀ Attending Leadership Team meetings.
- ☀ Taking part in Professional Development activities which support and develop the role in leadership and management.
- ☀ Carrying out any other duties to ensure the smooth running of the school which might reasonably be requested by the Headteacher.

**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 postholder may be required to do other duties appropriate to the level of the role.**

