

## Highcliffe St Mark Primary School

### Job Description

**Job Title:** Early Years/Foundation Stage Leader

**Accountable to:** Headteacher and Governing Body

**Responsible for:** Carrying out the duties of Early Years/Foundation stage leader as agreed by the Governing Body

**Purpose of the job:** to lead and manage provision for pupils in Foundation stage, to support with their development and progress across the EYFS curriculum, working closely with our feeder pre-schools and parents to provide a successful transition process and robust communication and assessment systems

Precise roles and responsibilities will be negotiated prior to assuming post but will typically include the following:

- Lead the delivery of the new EYFS statutory framework across the foundation stage;
- Keep up to date with new ideas, research and current developments at local, national and global level;
- Inspire staff through demonstrating strong leadership skills, coaching, mentoring and supporting staff, and modelling good practice
- Seek to make external links with other settings and LA advisors to share effective early years practice
- Co-ordinate the review and implementation of school policy - to include action planning, schemes of work and policy review for responsibility areas (in accordance with the School Improvement Plan);
- Report on provision for Foundation Stage and its impact across the school to SLT and Governors;
- Support the Governors, Finance Manager and Headteacher in budget planning for Early Years;
- Participate in the review and evaluation processes of provision for foundation stage pupils according to the school's self- review system; including leading staff appraisals
- Maintain resources and equipment to support the delivery of the EYFS curriculum and train staff in the use of resources, delivery of specific programmes such as letters and sounds.
- Be alert and proactive in safeguarding children and adults within the early years environment;
- Develop policies and practice, which promote inclusion and equality; including an understanding of the range of provision and intervention and act as an advocate for vulnerable pupils;
- Ensure that there is an equal opportunity for all children in foundation to thrive, including those in vulnerable groups:
- Value parents as partners, ensure that parents communication is effective and parents are kept informed about their children's curriculum, learning environment and their progress, seek ways to enhance

parental engagement;

- Lead and manage entry transition arrangements and work closely with colleagues to ensure a smooth transition into year 1;
- Ensure all statutory assessments are undertaken and correct procedures followed; facilitate and lead both internal and external moderation against foundation stage profile statements;
- Support staff with the use of assessment materials used to assess, measure and record progress;
- Monitor schools’ pupil progress tracking system to ensure it is used accurately and effectively to target pupils and monitor their progress and report on progress of specific pupil groups to SLT and Governors;

The agreed job description will be reviewed annually as part of the performance management review cycle.

Signed .....  
Post holder

Signed .....  
Headteacher

**Date:**