

# RIVERSIDE PRIMARY SCHOOL AND NURSERY

EVERY CHILD IS A HAPPY LEARNER



Early Years Foundation Stage Phase Leader  
Application pack



**RIVERSIDE PRIMARY SCHOOL AND NURSERY**

Donnington Gardens, Cookham Road, Maidenhead, Berks. SL6 7JA

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# Job Description

## **Responsible to: Headteacher and Governing Body**

### **Main Purpose**

The Early Years Foundation Stage (EYFS) Leader will be responsible for providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As an EYFS Leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The key stage leader will be expected to fulfil the responsibilities of a teacher in nursery or reception, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

### **Duties and responsibilities**

#### **Strategic development**

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision;
- Set high expectations for all pupils in the EYFS, and inspire and motivate staff and pupils to reach and maintain high standards;
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in the EYFS learning;
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning.

#### **Teaching and learning**

- Implement the school's current systems for recording pupil progress within the key stage.
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning.
- Work with other teachers to review the curriculum and make sure there is continuity and progress.
- Develop pupil behaviour and discipline, where needed, to help build an environment where high standards of learning behaviour are encouraged.
- Update website pages to reflect current learning.

#### **Leading and managing staff**

- Establish short-, medium- and long-term plans for developing and resourcing the early years foundation stage curriculum.
- Develop the school's approach to assessment within the EYFS, and lead strategy to improve the quality of teaching and learning.
- Take a leading role in inducting new key stage staff, making sure they uphold expected values and teaching standards.
- Run weekly phase meetings, sharing agenda and minutes with phase and SMT.

- Monitor the quality of teaching and learning within the EYFS, (e.g. through observations, analysing performance data, etc.).
- Co-ordinate with SMT to ensure that the EYFS is adequately staffed.
- Ensure that First Aid requirements are in line with the EYFS legislation.
- Attend EYFS cluster meetings.
- Attend and contribute to SMT meetings

### **Administrative duties**

- Manage the Nursery admissions three times a year and organise and conduct home visits.
- Work with the front office staff to ensure that there is sufficient milk and fruit for the EYFS children.
- Co-ordinate parent workshops across the EYFS.
- Co-ordinate celebrations across the EYFS (e.g. Christmas parties, Diwali, Eid, etc.)
- Co-ordinate trips, visitors and experiences across the EYFS phase.
- Support and manage FS1 SEN – making referrals for speech, Early Help, outreach observations and work with the school's Inclusion Team.
- Cover lunch club (30-hour children) supporting them to settle into the canteen.
- Manage the Foundation Stage fund (voluntary contribution for consumables), ordering resources as required.

### **General duties**

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs;
- Attend meetings according to school policy, and lead where required;
- Lead whole school and key stage assemblies;
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc);
- Manage and monitor budgets within your area.

This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.

Riverside Primary School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.

# Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will assessed.

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>QUALIFICATIONS AND EXPERIENCE</b>   |           |           |
| Proven track record of good/outstanding teaching.  | x         |           |
| Qualified teacher status.  | x         |           |
| Evidence of professional development relevant to this role.  | x         |           |
| Experience of team leadership that contributed to school improvement.  |           | x         |
| Taught in a primary school in the early years for a minimum of 3 years.  | x         |           |
| <b>SKILLS AND KNOWLEDGE</b>  |           |           |
| Outstanding early years foundation stage classroom practice, constantly showing a positive and resilient approach to pupils and staff. | x         |           |
| Excellent communication and organisational skills.   | x         |           |
| Model positive behaviour, attitude & values expected of pupils.  | x         |           |
| Plan & teach well-structured lessons.  | x         |           |
| Promote a love of learning.  | x         |           |
| Adapt and differentiate teaching to meet the needs of all pupil groups e.g. SEND, EAL, more able.                                      | x         |           |
| Make accurate use of assessment, feedback & data to secure pupil progress.   | x         |           |
| Effective behaviour management to ensure a safe learning environment.  | x         |           |
| Communicate effectively & listen to parents/staff/children.  | x         |           |
| Work closely with teaching /support staff.   | x         |           |
| Set up/maintain an attractive, engaging learning environment.  | x         |           |
| Good oral & written communication skills.  | x         |           |
| Reflect on own practice & learn from others.   | x         |           |
| Good ICT skills.   | x         |           |
| Secure knowledge of the Early Years Foundation Stage.  | x         |           |

|   | Essential | Desirable |
|---|-----------|-----------|
| Ability to take leadership responsibility for a subject.  | <b>x</b>  |           |
| Understand the school's role in the wider community.  | <b>x</b>  |           |
| Ability to build effective working relationships with staff and other stakeholders.             | <b>x</b>  |           |
| <b>PERSONAL QUALITIES</b>   |           |           |
| Form and maintain appropriate relationships/personal boundaries with children, staff & parents. | <b>x</b>  |           |
| Able to make positive contributions to the whole school.  | <b>x</b>  |           |
| Display a proactive & enthusiastic attitude.  | <b>x</b>  |           |
| Sense of humour.  | <b>x</b>  |           |
| Commitment to extra-curricular activities.  | <b>x</b>  |           |
| Able to support teachers with less experience & lead by example.                                | <b>x</b>  |           |
| Work with line manager & share the school's vision.   | <b>x</b>  |           |
| Commitment to personal professional development & working in a team.                            | <b>x</b>  |           |

**RIVERSIDE** Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications







# Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter, and any supporting documents should be submitted, preferably by email ([finance@riversideprimaryschool.org.uk](mailto:finance@riversideprimaryschool.org.uk)) by

Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the Headteacher. Applications close on Friday 10<sup>th</sup> March at 12:00.

Shortlisting will take place on Monday 13<sup>th</sup> March 2023 and successful applicants will be invited to interview on Thursday 16<sup>th</sup> March 2023.

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised. We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position on 1<sup>st</sup> September 2023.

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.



Contact details:



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