



Lydbrook Primary School

Together we learn. Together we excel.



Robins Nursery



Job Description – Early Years Lead

Post Title: Early Years Lead (Nursery & Reception/Year 1 Class)

School: Lydbrook Primary School

Hours: Full-time

Salary: TBC

Reporting to: Headteacher

This job description *may be amended at any time* following discussion between the Head Teacher and the staff body and will be reviewed annually as part of the appraisal process.

Main Purpose of the Role

- Teach a mixed Reception/Year 1 class, delivering high-quality and engaging lessons and meeting the expectations set out in the teachers' standards.
- Oversee the on-site nursery, ensuring high standards of care, provision, and outcomes for all children.
- Lead and develop the Early Years Foundation Stage (EYFS) curriculum across the school and nursery.
- Manage and support the nursery staff team, fostering a collaborative and positive working environment.
- Liaise effectively with parents, carers, and external agencies to promote children's welfare and learning.
- Take responsibility for monitoring, evaluating, and improving early years provision and outcomes.
- Experience as a Designated Safeguarding Lead (DSL) and/or Special Educational Needs Coordinator (SENCo) is desirable.

Duties and responsibilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan (SDP) and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents/carers and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims

School Road,
Lydbrook,
Gloucestershire
GL17 9PX

Tel: 01594 860344

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- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Work with subject leaders to understand how their subject is developed in the EYFS
- Liaise with the local authority (LA) on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- 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
- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check that the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS
- Undertake subject leadership responsibilities across the school as necessary.

Leading and managing staff

- Hold regular team meetings regarding the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

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- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Provide support with resources in the EYFS
- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- 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
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience

Other areas of responsibility

- Ensure the safeguarding of all pupils through implementation of effective policies and procedures in accordance with Keeping Children Safe in Education and Working Together to Safeguard Children.
- Any other duties at the request of the headteacher.
- A separate job description will be provided for taking on the SENCo or DSL role.

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.

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