



Parkfield Primary School

Early Years Leader – Job Description

Job details

Salary Range: MPR/UPR, Outer London: £37,870 - £56,154 + TLR2A (£3,527)

Contract type: Full time, permanent

Reporting to: Principal

Responsible for: Early Years support staff

Main purpose

The Early Years Leader will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)
- Meet and often exceed the expectations set out in the Teachers' Standards
- Ensure the teaching of early reading at Parkfield is effective through close attention to the key principles
- Assist the Headteacher and Senior Leadership Team in the leadership and management of the school, namely taking responsibility of the EYFS to secure:
 - High-quality teaching
 - Effective use of resources
 - Improved standards of learning and achievement for all students

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 and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) and inclusion lead to [if you have one] 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 TEFAT 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 the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Early Reading Lead (or other core subject)

- Monitor consistency and fidelity to the Little Wandle programme wherever it is taught in the school
- Train every member of staff in the Little Wandle programme through the online CPD modules



We are proud members of [The Elliot Foundation Academies Trust](#)

- Give staff further training if identified by the training report
- Ensure all class teachers, reading practice session teaching staff and Keep-up teachers have the right resources, and that these are well organised and topped up as necessary
- Develop, coach and lead a team through observing and monitoring phonics lessons, Keep-up lessons and reading practice sessions
- Run weekly coaching sessions for all Little Wandle teaching staff
- Team-teach alongside staff.
- Understand the Little Wandle progression and know the signposts of expected progress

Leading and managing staff

- Hold regular team meetings on 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
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Provide support with textbooks and library books 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
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home

All staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that teachers will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2026

Next review date: September 2026

Principal's signature: _____

Date: _____

Postholder's signature: _____

Date: _____



We are proud members of [The Elliot Foundation Academies Trust](#)