**St Catherine Catholic Primary School and Nursery**

**EYFS LEAD JOB DESCRIPTION**

**Purpose of the job**

1. In conjunction with the Headteacher and Deputy Head, provide the vision and effective leadership that will enable the school to develop further.
2. To promote the Catholic values and ethos of our school and support in leading the Catholic Life of the school.
3. As a member of the Senior Leadership Team make a significant contribution to the strategic development and direction of the school.
4. To assist the Headteacher and Deputy Head in leading, motivating and enabling staff to provide the highest standard of education for all pupils.
5. To provide assessment analysis from relevant sources to make a significant contribution to school self evaluation and school improvement.
6. Work to support the aims and ethos of the school and hold the highest professional standards themselves.
7. To work in partnership with staff, governors and other agencies, as appropriate, to offer all pupils a highly effective education experience in a stimulating and engaging environment.

**Responsibilities of EYFS leader**

1. To carry out the duties of a Class Teacher as set out in the School Teacher’s Pay and Conditions.
2. To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS team.
3. To provide regular communication with parents about what is happening across the Early Years setting.
4. To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across the EYFS and be committed to a fully inclusive school.
5. To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
6. To address any areas of underachievement and inconsistencies within the EYFS.
7. To use relevant assessment information to set targets for improvement across the EYFS.
8. To enthuse, lead, develop and enhance the teaching practices of others across the EYFS, through mentoring, coaching, evaluating, supporting, guiding and target setting.
9. To be accountable for the strategic leadership and management of the EYFS, within the context of the school’s aims and policies.
10. To support the Headteacher in promoting the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
11. To contribute to and actively support the overall ethos/work/aims of the school.
12. To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
13. To keep up to date records of any meetings/actions/outcomes from the meetings and provide feedback to the head in a timely manner.
14. To take responsibility for understanding their part in the progress of the School Improvement Plan and contributing to it accordingly.
15. Both deliver and undertake professional development within and outside of St Catherine School
16. Communicate and co-operate with other agencies to support the educational, development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above.
17. To safeguard every pupil’s health, safety and wellbeing in line with school policies.
18. To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within EYFS.
19. To lead the planning and organising of the work of the Nursery Nurse and TA’s in the EYFS, in order to have a positive impact on pupil progress.
20. To keep up to date with current trends and research.
21. To improve the quality of teaching and learning across the EYFS.
22. To review planning and teaching methods in order to meet the needs of individual pupils, including SEND, Gifted and Talented, Looked After Children and children with English as an Additional Language.
23. To exemplify good practice in the classroom and provide demonstration lessons for staff as necessary
24. To ensure the environment in the EYFS, including displays, is organised and set out with the highest of standards
25. To ensure resources in the EYFS, including the outdoor area, are well stocked, organised and set out with the highest of standards.
26. To ensure Information for parents outlining systems and procedures in the EYFS are up-to-date, relevant and on the EYFS pages of the school website.
27. To analyse, evaluate assessment data in EYFS, discuss outcomes with SLT and report analysis to governors within the Curriculum Committee meetings.
28. To liaise with other teachers to ensure progression and continuity across the school and ensure that the EYFS is seen as an integral part of the whole school community.
29. To support, guide and advise staff in all aspects of their work.
30. To work with EYFS Leaders from other schools through Moderation sessions to ensure consistency of practice and keep up to date with developments in EYFS

**Subject Leader responsibilities - this role is offered with responsibility for Phonics and Reading across the school.**

1. Take responsibility for phonics and reading programme of study and its implementation across the whole school.
2. Develop suitable action plans as part of the School Development Plan.
3. Take responsibility to identify and analyse phonics data across the school and report to the Headteacher and governors. Work with the headteacher to analyse reading data.
4. Monitor the standards of teaching and learning in phonics and reading and provide feedback to the Headteacher and Senior Leadership Team.
5. Further develop the Intent, Implementation and Impact for phonics and reading and create a school policy.
6. Order and maintain phonics and reading resources.
7. Lead curriculum meetings with staff, parents and governors.
8. To develop a learning environment that reflects high expectations e.g. organised resources; engaging displays.

**Personal and Professional conduct**

1. To ensure they follow the school’s Code of Conduct and always act in a professional manner as outlined in the teacher’s standards.
2. To maintain confidentiality at all times.
3. To follow the schools’ policy for social networking and acceptable use of IT.
4. In addition to the above, the EYFS leader is responsible for the teaching and learning, wellbeing, safeguarding & welfare of pupils across EYFS.

**Other Activities**

1. To provide curriculum information for parents such as letters, booklets, presentations in line with school policy and in consultation with the Headteacher.
2. To lead parents’ meetings/workshops, either through the year or to welcome new parents in consultation with the Headteacher.
3. To organise and deliver regular and special assemblies, performances, school trips and other events.
4. To run at least one after school activity each year.
5. To carry out any other duties reasonably requested by the Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher and or Deputy Head.

This job description does not form part of the contract of employment. It describes the way in which the EYFS Leader is expected and required to perform and complete the particular duties as set out above.