

# Early Years Foundation Stage Lead Job Description

**Post:** EYFS Lead and Class Teacher

**Line Managers:** The Headteacher, SLT and the Governing Body.

**Responsibilities:** Responsible for the practice and development of the EYFS

## Main Purpose of the Job

### EYFS Lead

- Responsible for promoting Early Years and the highest standards of achievement in Early Years through effective leadership and management.
- Lead the EYFS curriculum and support SLT with raising standards in teaching and learning in EYFS.
- Demonstrate great care for each child's well-being and learning progression.
- Implement an engaging and successful EYFS curriculum based on the EYFS expectations.
- Support the creation and implementation of the school development plan, especially as it relates to the Early Years Foundation Stage.
- Promote the wider aspirations and values of the school.

## EYFS Lead Duties and Responsibilities

### Strategic Direction

- Provide vision, direction and leadership of Early Years.
- Ensure high quality early education that improves outcomes and narrows the gap between those children who are most vulnerable, and the rest.
- Monitor and evaluate the impact of policies and practices in the EYFS, identifying developments needed and constantly seeking strategies for improvement; working in partnership with the EYFS team and senior leaders to achieve them.
- Ensure the successful development and implementation of high quality, developmentally appropriate, inclusive learning environments in EYFS which promote a balance between learning through play and learning activities which will challenge and develop, and prepare children for Year 1.
- Work with colleagues in external settings and in Year 1 to ensure high quality transitions between phases.
- Work with the SENDCo to ensure the EYFS curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities.
- Establish and maintain regular communications with the Headteacher to draw up, implement, monitor and evaluate the School Improvement Plan in respect of EYFS.
- Ensure the safeguarding of all students.
- Ensure the Early Years meets the criteria for a successful Ofsted inspection.

### Curriculum

- Develop and review the Early Years curriculum, policies and initiatives.
- Lead and oversee Early Years planning with regard to curriculum expectations.
- Enrich the curriculum through arranging educational visits and workshops.
- Play a major role in the development of high quality teaching and learning in the Early Years Foundation Stage. This will include the monitoring of curriculum planning and the giving of feedback and advice as well as assisting and supporting colleagues with the planning and delivery of a differentiated curriculum.

- Ensure that all the children in the Early Years Foundation Stage are able to learn and achieve to the best of their ability.
- 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.
- Oversee the Reception Baseline Assessment.
- Have an overarching responsibility for pupils' achievement and standards in the EYFS.

### **Teaching and Learning**

- Monitor and evaluate learning and teaching in Early Years through looking at learning environments, planning, talking to pupils and visiting lessons.
- Ensure that the requirements of the Early Years Foundation Stage, including arrangements for assessment and moderation, are met.
- Demonstrate knowledge and understanding of how pupils learn.
- Be aware of pupils' capabilities, including their prior knowledge, to plan teaching and differentiate appropriately to build on these.
- Act as a role model in the planning for and delivery of own teaching in EYFS.
- Demonstrate understanding of and promote high standards of literacy including spoken English.
- Keep up to date with current developments in teaching and learning, and in school improvement in the EYFS, and to share this with staff.
- Give feedback to children, both oral and written, and encourage children to respond to this feedback and begin to take a responsible attitude to own work.
- Set homework on Google Classroom, to consolidate children's learning and to support parents to continue this learning at home.
- Be responsible for and organise the transition process for each new Reception and nursery cohort.
- Ensure transition into KS1 is smooth, liaising with Y1 teachers, ensuring that the children are prepared for KS1 expectations.

### **Staff**

- With the support of the SLT, be responsible for the day-to-day line management of the teaching and learning team in EYFS.
- Brief and update EYFS team on relevant policy and practice through meetings and workshops.
- Induct, support and monitor new staff within EYFS.
- Identify and facilitate the training needs of colleagues, lead relevant staff training as necessary as well as creating opportunities for colleagues to learn from you and each other.
- Ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Organise EYFS team meetings to develop and implement policies, initiatives, discuss samples of work, assessment and record keeping, moderation and school self-evaluation.

### **Communication**

- Actively develop relationships with parents and the wider community, including pre-schools and nurseries, ensuring that transition into school is well managed.
- Provide parents with information about EYFS in order to maximise involvement in the classroom and the learning process including delivering parent workshops throughout the year and regular newsletters.
- Ensure parents are well informed about the EYFS curriculum, attainment and progress and are fully engaged as partners in the EYFS.
- Liaise with external agencies whose work relates to EYFS.
- Develop and maintain links with Local Authority, Hackney Education, other external support services and other local EYFS settings.

### **Behaviour and Safety**

- Manage behaviour effectively, following school policy by acting as a contact point for pupils and parents of the phase, and advising senior leaders of any ongoing issues or concerns.
- Ensure that all health and safety arrangements are in place for Early Years, particularly in relation to the use of the outdoor area.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns in a timely manner following school policy and procedures.

### **Efficient and Effective Deployment of Resources**

- Ensure that Early Years is well-resourced.
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment.
- Ensure resources used are diverse, inclusive and accessible.
- Manage a budget.

### **Other Duties and Notes**

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

#### **Notes:**

*This list is not exhaustive and may require additional work commensurate with the post. This job description is not your contract of employment or any part of it. It may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.*