



Job Description

Vacancy Reference No:

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| Job Title: | Early Years Foundation Stage Leader | Job Number: | |
| Directorate: | Children, Learning and Young People | Post Number: | 024378 |
| Service: | Services for Schools | Grade: | TMS plus TLR 2a |
| Location: | Willenhall Community Primary School | | |

Job Purpose:

To be a leading practitioner, modelling effective methodology and practice to inspire Early Years team members.

Main Duties and Responsibilities:

1. To lead, manage and evaluate the delivery of high-quality teaching and learning in the Early Years.
2. To play a key role in leading school improvement.
3. To carry out the functions of a teacher in accordance with the professional standards for teachers and the School Teachers' Pay and Conditions Document as directed by the Head Teacher.
4. To enable all individuals to achieve their full potential within a happy and caring school community.
5. To work with zest, drive and determination to secure the long-term success of the school, supporting and promoting the vision, values and ethos to pupils, staff, Governors, parents and the wider community.
6. To translate the vision into best practice through innovative planning and teaching that provides high quality learning.
7. To hold accountability for standards achieved across Early Years.
8. To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.

Leadership Responsibilities:

1. To develop the core EYFS vision, with creativity and high standards at its heart. To be the lead teacher for EYFS displaying expertise in a range of creative teaching methodologies to address pupils' early learning styles. To be visionary and creative in the implementation of high standards and active learning across the Early Years curriculum.
2. To ensure high quality and effective assessment of pupils across the Early Years.
3. To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.

4. To coordinate and evaluate continuity and progression across Nursery and Reception through shared practice and focused classroom observations.
5. To initiate, embrace and manage change positively in line with the School Improvement Plan.
6. To ensure all EYFS/Key Stage 1 staff have an understanding of the EYFS curriculum and implement strategies to regularly track, add value across Early Years and monitor standards to inform school review.
7. To build capacity for self-evaluation and developmental priorities and strategically plan improvements in Early Years practice.
8. To be a key contributor to the Leadership Team, supporting the ethos and standards of the school and determining its needs and priorities.
9. To be responsible for the implementation and evaluation of agreed development strategies on the School Improvement Plan in terms of measurable success criteria.
10. To build a collaborative Early Years team, reacting to staff needs through mentoring and mutual support.
11. To extend parental links and home/school partnerships in terms of EYFS expectations, curriculum understanding and methodology.
12. To be a reflective leader, displaying professionalism and commitment to all areas of school life.
13. To be an exemplary practitioner, responsible for classroom management and organisation, planning, recording, reporting and the delivery of the EYFS curriculum to the class group, within the policies of the school.
14. To inspire children to become active participants and independent learners.
15. To be enthusiastic about initiating and trialling new teaching and learning methodology and develop the new EYFS framework.
16. To ensure regular formative and summative observations are made of each pupil in the class to monitor and maximise performance in relation to developmental bands.
17. To provide a stimulating, secure and safe learning environment, both inside and outside for all pupils.
18. To lead the Early Years Team positively and enthusiastically.
19. To be committed to parental and community involvement and to the whole life of the school.
20. To ensure high standards in all aspects of school life and work by setting high expectations for our children.
21. To be prepared to undertake further professional development, be reflective in own practice and participate in school review procedures.
22. To be committed to personal staff development and training.
23. To promote and safeguard the welfare of children, carrying out and acting upon risk assessments as necessary.
24. Other duties as may reasonably be required.

All employees:

All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Head Teacher

Date Reviewed: May 2022

Updated:



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Service: Services for Schools **Grade:** TMS Plus TLR 2a

Location: Willenhall Community Primary School

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> Recognised national teaching qualification and meet the requirements of professional standards for teachers and the School Teachers' Pay and Conditions Document Graduate status Early Years Phase qualification | <ul style="list-style-type: none"> Experience of recent professional development |
| Experience | <ul style="list-style-type: none"> Experience of working in Early Years Experience of developing team members Knowledge and skill in variety of teaching styles and modes of learning | <ul style="list-style-type: none"> Experience of a leadership role in the curriculum Experience of parent/community involvement |
| Personal Development | <ul style="list-style-type: none"> Attendance at relevant courses and a willingness to undertake further professional development. Commitment to school review procedures. | |
| Skills, Knowledge, Aptitude | <ul style="list-style-type: none"> Excellent classroom practitioner. Experience of creating a stimulating classroom and differentiated learning environment. Knowledge and understanding of the development of children between the ages of 3-7 Experience of effectively supporting disadvantaged children to achieve well. Ability to forward plan, organise, communicate and evaluate effectively. Sound knowledge of the new EYFS curriculum areas and NC. | |

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| | <ul style="list-style-type: none"> • Knowledge and experience of assessment procedures, moderation and evaluation at Early Years. • Ability to safeguard and promote the welfare of children, forming and maintaining appropriate relationships and personal boundaries. | |
| Personal Attributes | <ul style="list-style-type: none"> • Energetic, creative and lively member of staff who is flexible and adaptable and committed to the whole life of the school. • Willingness to liaise and communicate effectively as a team member. • High expectations of pupil achievement. • Caring attitude to children and parents. • Understanding of and commitment to equal opportunities. • Ability to project enthusiasm to staff and pupils. • Well-motivated, dedicated and able to manage time effectively. • Dedicated to working with parents as partners. • Motivation and resilience in challenging circumstances. • The desire to make a difference for our children. | |
| Interpersonal Skills | <ul style="list-style-type: none"> • Ability to form good relationships with children, staff, parents and Governors and display excellent communication and teambuilding skills. • Approachable member of staff, able to further home/school partnerships. • Ability to improve and extend EY Team and curriculum | |

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| Special Requirements: | <ul style="list-style-type: none">• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)• Willing to clean up food or vomit or carry out other menial tasks such as carrying food/trays. |
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