



# Lea Valley Primary

## EYFS Lead – Job Description

### Vision

We are looking for an ambitious EYFS Lead to join us at Lea Valley Primary School. The ideal candidate will have the passion and experience to make our early years provision a place where all pupils thrive.

The EYFS lead will be someone who has extensive experience teaching EYFS, and who is comfortable leading the teaching and learning in our EYFS Key Stage to be to an exceptional standard. We expect all staff at Lea Valley to be reflective practitioners, to be adaptable and comfortable trying new things, to be honest about how they are working and to be constantly striving to improve.

We serve a community in the heart of Tottenham, with a high proportion of our pupils coming from a background of disadvantage as well as a plethora of languages, cultures and experiences. Though tremendously positive it means that we at Lea Valley hold ourselves to a very high standard, and work to go the extra mile for our pupils. Working for Lea Valley means you are truly committed to improving the lives and outcomes of every one of our children.

Lea Valley is a school with six core values at its heart:

Ambition, courage, determination, honesty, respect and kindness.

We expect all members of our school community, pupils and staff, to model all of these values all of the time. We are extremely passionate about pupils' personal development and strive to ensure every pupil can reach their full potential.

We can offer you a competitive salary, a friendly and welcoming team of staff, pupils with excellent behaviour, and a supportive leadership team with wellbeing their priority and a challenge! We run an extensive CPD program and are open to any opportunities to develop professionally.

### Employment details

Employment details	
Job title	EYFS Lead
Reports to	<u>Headteacher</u>
Hours of work	<u>40</u>
Salary	Dependant on Experience

## **General duties**

- Support the policies, ethos and vision of the Early Years and actively promote high levels of achievement in the nursery and reception.
- Lead and manage the Early Years.
- Promote the aims and objectives of the nursery and reception.
- Seek and implement areas for improvement and the development of staff with regards to early years provision.
- Evaluate the effectiveness of the provision in the Early Years in close collaboration with the leadership team.

## **Activity planning and development**

- Lead the Early Years team in the planning and delivery of a creative and stimulating curriculum.
- Ensure the curriculum supports a range of learning styles and develops each child's independence.
- Take responsibility for the provision of high-quality learning activities throughout the Early Years.
- Monitor the progress of children and report evaluated data to the leadership team.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Share and model outstanding practice.

## **Leadership and management**

- Work with the rest of the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working in the Early Years.
- Lead training, development and induction processes for new and existing staff.
- Support the management of staff and assess performance.
- Plan and lead meetings with Early Years staff.
- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Keep on top of finances and be responsible for managing the Early Years budget.
- Prepare for Ofsted inspections and work towards the schools inspection goals.
- Keep up-to-date with the requirements of the EYFS framework.
- Uphold the school's safeguarding policies and procedures to ensure the safety of children is never compromised.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Ensure all public health protocols are upheld inline with government guidance for early years education settings.
- Always maintain the nursery's high standard of safety measures.

## **Communication**

- Develop and maintain effective relationships with parents, colleagues, the governing body and the local community.

- Develop and maintain links with the LA advisory and support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- Keep a record of every child's progression and make this accessible for parents.
- Attend meetings of the governing body or working parties when requested.
- Communicate any local and national changes relating to early years and nursery settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from early years to KS1.
- Have an understanding of how to appropriately communicate with all children in the nursery, including those with SEND.

#### **Additional duties**

- Promote the health and wellbeing of all children in the nursery.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Any other reasonably duties as requested by your line manager.

## EYFS lead person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status (QTS)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant safeguarding and child protection training undertaken and a willingness to update training regularly</li> </ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• Experience teaching in EYFS</li> <li>• Experience monitoring and recording a child's development.</li> <li>• Experience of working with pupils with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in Nursery and Reception</li> <li>• Experience working alongside an SLT to develop the quality of the curriculum and learning activities</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge and understanding of the national curriculum and EYFS framework</li> <li>• In-depth knowledge of current legislation</li> <li>• An ability to take a lead role in innovative curricular development</li> <li>• An understanding of curriculum and pedagogical issues in relation to EYFS</li> <li>• Creative and stimulating teaching strategies which engage and motivate children</li> <li>• Knowledge of the principles of good practice relating to staff supervision</li> <li>• An ability to identify problem areas and suggest appropriate measures for improvement</li> <li>• An understanding of professional development opportunities for EYFS</li> <li>• An ability to maintain consistently high standards and ensure quality of teaching</li> <li>• An ability to promote and sustain high standards for children</li> <li>• A wide knowledge of educational terminology</li> <li>• A clear understanding of child development and how this contributes to teaching strategies and learning styles</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to analyse, understand, interpret and respond to performance data</li> <li>• A clear understanding of how to monitor staff performance and communicate this to a senior leadership team</li> </ul>

The successful candidate will have
<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal, and high standards of English</li> <li>• Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience.</li> </ul>

- An ability to establish and maintain professional working relationships.
- An ability to manage and prioritise a demanding workload, and that of others, if necessary.
- A high level of accuracy and attention to detail.
- Excellent time management skills and organisation.
- An ability to model good practice and engage in self-reflection.
- An ability to think strategically and manage problems.
- Good customer service skills.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.
- A love of reading and a passion for books.

**The successful candidate will be**

- Flexible, reliable, enthusiastic and patient.
- Inspiring and influential.
- Able to take control, lead and manage situations.
- Consistent in modelling good practice and behaviour.
- Able to provide a current enhanced DBS and barred list check.
- Able to provide suitable references from their previous employer.