

MOTTRAM ST. ANDREW PRIMARY ACADEMY



EYFS LEAD JOB DESCRIPTION

This job description sets out the responsibilities of the EYFS lead which are in addition to:

- Fulfilling the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
- Meeting the expectations set out in the Teachers' Standards

EYFS Lead

- Provide vision, direction and leadership for the EYFS
- Be a role model for staff in all aspects of their work
- Have an overarching responsibility for pupils' achievement and standards in the EYFS
- Monitor, evaluate and make any changes needed to policies and practices in the EYFS, constantly seeking strategies for improvement
- Develop a high quality learning environment in both indoor and outdoor areas
- Ensure effective assessment, tracking of children's progress and analysis of results
- Lead the monitoring and development of the school EYFS curriculum
- Plan for both Nursery and Reception on a weekly basis
- Take responsibility for keeping abreast of current DfE requirements for the EYFS, and make any changes to ensure compliance
- Ensure the Early Years meets the criteria for a successful Ofsted inspection
- Manage staff deployment and timetables across the two EYFS classes (Nursery and Reception)
- Take a lead in the performance appraisal of teaching assistants within the EYFS
- Organise EYFS team meetings to develop and improve practice
- Manage the collection of assessment data in the EYFS and analyse results
- Attend and contribute to SLT meetings
- Attend and contribute to governing body meetings when needed
- Ensure parents are well informed about the EYFS curriculum, attainment and progress and are fully engaged as partners in the EYFS
- Provide leadership for all staff across school, including through subject leadership, involvement in the full life of school and support for whole school development
- Take responsibility for the school in the absence of the Headteacher and Deputy Headteacher

You may be expected to perform duties of a similar or related nature to those outlined in the job description.