

Parkroyal Community School

Job description: EYFS Lead

Employment details

Job title:	EYFS Lead
Reports to (job title):	Principal
Type of position:	Permanent
Hours of work:	Full time starting Sep 2023
Level and scale point:	MPS/UPS with TLR

Job Purpose

Responsible for the leadership of the EYFS Team and across the whole school.

Areas of responsibility:

General
<ul style="list-style-type: none"> Support the policies, ethos and vision of the school and actively promote high levels of achievement in the early years stage
<ul style="list-style-type: none"> Contribute to the leadership management of the school.
<ul style="list-style-type: none"> Formulate and promote the aims and objectives of the early years stage
<ul style="list-style-type: none"> Seek and implement areas for school improvement and the development of staff with regards to early years
<ul style="list-style-type: none"> Evaluate the effectiveness of the provision in early years in close collaboration with the senior leadership team.

Teaching 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 children's independence
- Take responsibility for high quality teaching provision throughout the early years stage
- Secure high-quality outdoor learning across EYFS
- Ensure curricular policy development is focussed on continuous improvement.
- Ensure all early years pupils are able to learn and achieve to the best of their various abilities
- Ensure the requirements for the early years stage, including the arrangement of assessment, are met.
- Monitor the progress of pupils and report evaluated data to the principal
- Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
- Organise opportunities for pupils in the early years stage which are appropriate to the curriculum
- Share and model outstanding practice.
- Work with the senior leadership team to ensure the successful implementation of school policies and procedures.
- Establish and maintain positive working relationships with all members of staff.
- Provide support and guidance for members of the early years team.
- Lead all training and development activities and evaluate the outcomes
- Organise and manage the day-to-day running of early years teaching, including efficient use of teaching resources.
- Plan and lead weekly early years meetings and ensure effective communication with staff.
- Support the senior leadership team in the performance management of staff in the early years department
- Assist the senior leadership team in the review and evaluation of early years policies and procedures
- Support and lead the induction process for new members of staff
- Lead the school through external accreditations, in particular the early years quality mark
- Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment.

<ul style="list-style-type: none"> Manage own professional development by attending training opportunities such as in-service training
<ul style="list-style-type: none"> Keep up-to-date with current thinking and progression in early years.
Communication
<ul style="list-style-type: none"> Develop and maintain effective relationships with parents, colleagues, the local governing body, the local community and other schools within the MAT
<ul style="list-style-type: none"> Develop and maintain links with the LA advisory and support services.
<ul style="list-style-type: none"> Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in early years
<ul style="list-style-type: none"> Ensure parents are well-informed about the curriculum as well as their child's progress and targets
<ul style="list-style-type: none"> Provide necessary information to the Local Academy Committee to ensure it meets its responsibilities
<ul style="list-style-type: none"> Communicate any local and national changes to members of early years staff.
<ul style="list-style-type: none"> Liaise with other colleagues to ensure a smooth transition for all pupils from early years to Key Stage 1.
Additional Duties
<ul style="list-style-type: none"> Promote and safeguard the welfare of all pupils.
<ul style="list-style-type: none"> Ensure a high standard of care for pupils is consistently maintained.
<ul style="list-style-type: none"> Act as a role model for members of staff and pupils.


Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes



Person Specification

	Essential	Desirable
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Qualified Teacher Status (QTS). Educated to A-level or above, including a minimum of GCSE (or equivalent) grade C in maths and English 	<ul style="list-style-type: none"> Early Years Professional Status. Early Years Foundation Stage (EYFS) assessment, observation, planning and training. First aid training

EXPERIENCE	<p>The successful candidate will have</p> <ul style="list-style-type: none"> • At least two years of classroom leadership and management experience, in an EYFS environment. • Demonstrable experience of monitoring and evaluating teaching. • Experience monitoring and recording pupils' academic development. • Experience working alongside a senior leadership team to develop the quality of teaching and learning within a school <ul style="list-style-type: none"> • Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties. • Experience of Little Wandle (a complete systematic synthetic phonics programme) • Experience of "Tapestry" journals
KNOWLEDGE AND SKILLS	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • In-depth knowledge and understanding of the national primary strategies, national curriculum and EYFS. • In-depth knowledge of current legislation and the application of such in schools. • An ability to take a lead role in innovative curricular development. • An understanding of curriculum and pedagogical issues in relation to EYFS. • Creative and stimulating teaching strategies which engage and motivate pupils. • Knowledge of the principles of good practice relating to staff supervision. • An ability to identify problem areas and suggest appropriate measures for improvement. • An ability to analyse, understand, interpret and respond to school performance data. • An understanding of professional development opportunities for EYFS. • A clear understanding of how to monitor staff performance and communicate this to a senior leadership team. • An ability to maintain consistently high standards and ensure quality of teaching. • An ability to promote and sustain high standards for pupils. • A wide knowledge of educational terminology. • A clear understanding of child development and how this contributes to teaching strategies and learning styles
PERSONAL SKILLS	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A current enhanced Disclosure and Barring Service barred list check. • Excellent communication skills, both written and verbal. • An ability to engage effectively with parents/carers • Demonstrable leadership qualities, e.g. assertiveness, confidence, etc. • An ability to establish and maintain professional working relationships. • An ability to manage and prioritise a demanding workload, and that of others, if necessary. • An ability to manage change and stress as a member of the senior leadership team. • 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. 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

	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p>Aspiration</p> <ul style="list-style-type: none"> • Inclusive and respectful to all our colleagues • Keen to keep developing and receptive to change • Reflective and learn from mistakes <p>Believe</p> <ul style="list-style-type: none"> • Passionate and have a positive outlook • Confident to share their opinions and ideas and value those of others • Solution focused <p>Community</p> <ul style="list-style-type: none"> • Considerate of all • Welcoming • Adaptable • Understanding of the needs of the wider community • Look after our own and each other's well being
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All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Application forms can be found on our website at www.parkroyalcs.org/staff-vacancies

Completed application forms should be returned by email to head@parkroyalcs.org

Closing date for applications : Friday 17th February 2023