

### GLF Schools - Job Description

<b>Job Title</b>	Early Years Foundation Stage Leader	<b>Job Reference</b>	
<b>Location</b>	Marden Lodge Primary School	<b>Travel Required</b>	NO
<b>Cluster</b>	Cluster 5 / Chalklands		
<b>Core purpose</b>			
<p>In addition to your general teaching duties, you are expected to promote and support continuous school improvement and staff development in relation to the EYFS and develop strategies to secure high quality teaching, effective use of resources and improved standards of learning and achievement.</p>			
<b>Key Accountabilities</b>			
<b>Strategic Development</b>			
<ul style="list-style-type: none"> <li>• To contribute to the development of the school improvement plan and to the ethos, policies, priorities and practices aimed at raising standards of attainment and achievement throughout the school.</li> <li>• To support the senior leadership team in establishing a vision for the future of the EYFS and to monitor, evaluate and review success against EYFS objectives and identify areas for further development.</li> <li>• To update the senior leadership team on the effectiveness of provision for pupils in the EYFS.</li> <li>• To collect, analyse and interpret relevant national, local and school data (including EYFS Profile) to inform policy and practice, expectations and targets for pupils across the EYFS.</li> <li>• To work with the SENCO to ensure that the individual needs of pupils with SEN and/or disabilities are being met.</li> <li>• To stay abreast of current issues and initiatives in the EYFS and to maintain an in-depth knowledge of the EYFS curriculum, disseminating to colleagues as appropriate.</li> <li>• To lead the EYFS team in the delivery of a creative and stimulating curriculum.</li> <li>• To develop and maintain positive and effective professional relationships with staff, parents, governors, external partners and the wider community.</li> </ul>			
<b>Planning, teaching &amp; class management</b>			
<ul style="list-style-type: none"> <li>• To work with colleagues to plan the curriculum and set targets effectively, ensuring a range of differentiated activities and the deployment of the most effective teaching methods in the EYFS.</li> <li>• To demonstrate excellent teaching skills and effective behaviour management, acting as a model for other teachers and promoting high expectations of pupil progress.</li> <li>• To monitor the quality of teaching and learning in accordance with the school's policies. This may include lesson observation, review of planning and pupils' work and learning walks.</li> <li>• To seek ways of sharing good practice and to facilitate ongoing dialogue about teaching strategies amongst staff.</li> <li>• To oversee, in conjunction with relevant colleagues, the organisation of extra-curricular activities and school visits within the EYFS.</li> <li>• To liaise with other key stage leaders to ensure continuity and progression across the key stages.</li> <li>• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations with a clear vision on assessment criteria.</li> <li>• To set tasks which are challenging to children and maintain high levels of interest.</li> </ul>			

- To organise & manage groups or individual children ensuring differentiation of learning requirements, reflecting all abilities and identifying SEN.
- Setting clear targets and building on prior attainment.
- Maintaining discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Effectively using ICT to support learning and teaching.
- Reflection on own teaching practice to ensure development of teaching.
- Ensuring the effective and efficient deployment of classroom support.
- Encourage children to think and talk about their learning, develop independence and take pride in their work.
- Have a regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned.

#### **Leading and Managing Staff**

- To provide regular feedback to, and to contribute to the appraisal of, teachers and other staff in the EYFS to support their progress against appraisal objectives and contribute to whole school improvement.
- To advise on, contribute to or coordinate professional development for staff in the EYFS, including contributing to in-service training as necessary.
- To be involved in the selection, supervision and training of nursery and learning support staff in the EYFS.

#### **Effective Deployment of Staff and Resources**

- To oversee the effective use of accommodation to create a stimulating environment for teaching and learning.
- To delegate tasks and responsibilities to other staff within the EYFS to ensure the best use of knowledge and expertise, utilising individual strengths.
- To ensure that staff and pupils are working in a safe environment, in which risks are properly assessed and any concerns raised with the appropriate senior manager.
- To ensure the effective organisation and management of learning resources, including ICT.
- To advise the headteacher and senior managers of expenditure priorities for staffing and resources, allocating resources effectively and within agreed parameters.

#### **Pastoral**

- Promoting the general progress and well-being of individual children and of any class or group of children assigned.
- Making records of and reports on the personal and social needs of children.
- Communicating and consulting with the parents, carers and external agencies.
- Participating in meetings arranged for any of the purposes described above.

#### **Monitoring, assessments and reports**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor children's work and set targets for progress.
- Providing or contributing to oral and written assessments, reports and references relating to individual children and groups of children.
- Prepare and present informative reports to parents.

#### **Appraisal**

- Participating in arrangements in line with school performance management procedures.

#### **Review, induction, further training and development**

- Periodically reviewing the methods of teaching and programmes of work.

<ul style="list-style-type: none"> <li>• Participating in arrangements for further training and professional development, including undertaking additional training identified in performance management objectives.</li> <li>• Work as a member of strong staff based team to contribute effectively to working relations within the school.</li> </ul>
<p><b>Staff meetings</b></p>
<ul style="list-style-type: none"> <li>• Participating in meetings at the school which relate to the curriculum or administration and organisation of the school, including pastoral arrangements.</li> </ul>
<p><b>Administration</b></p>
<ul style="list-style-type: none"> <li>• Participating in administrative and organisational tasks related to such duties as outlined above, including the direction or supervision of persons providing support for teachers within the school.</li> <li>• Attending assemblies.</li> <li>• Registering the attendance of all children.</li> </ul>
<p><b>Accountable to</b></p>
<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>
<p><b>Collaborative working</b></p>
<ul style="list-style-type: none"> <li>• GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.</li> </ul>
<p><b>Safeguarding</b></p>
<ul style="list-style-type: none"> <li>• GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>