



High Ash CE School Job Description - EYFS Leader

Name:	EYFS Leader
Salary and grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
Line manager:	Headteacher
Supervisory responsibility:	The postholder will be responsible for the supervision of the work of other teachers, LSAs and HLTAs within the EYFS setting.

Main purpose of the job:

- To provide vision and leadership for EYFS to provide a welcoming, inspiring and engaging setting that starts children on their High Ash journey to achieve our vision and become the best version of themselves.
 - To provide assessment analysis from relevant sources to make a significant contribution's to the schools self-evaluation and overall improvement plan.
 - To ensure the highest possible quality of education, range of educational opportunities and standards of attainment which provides equality of opportunity for all
 - To support the Headteacher and SLT in motivating, supporting and enabling staff to provide the highest educational standards for all pupils
 - To work in close partnership with the Headteacher, Deputy, Staff, Governors, Parents and External Agencies following agreed whole school policies and promoting the school ethos and Christian Values
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Duties and responsibilities

All teachers are required to carry out the duties of a class teacher as set out in the current *School Teachers Pay and Conditions* document and fulfilling all Teachers Standards.

Teaching

- Meet expectations of teaching at appropriate Career Level Profile
- Be a positive role model for the EYFS team and wider school in terms of behaviour, work and attitudes, setting high expectations
- To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS Team.
- To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To address any areas of underachievement and inconsistencies within the EYFS.
- To use relevant assessment information to set targets for improvement across the EYFS.
- To enthuse, lead, develop and enhance the teaching practices of others across the EYFS, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.

- To evaluate assessment data in EYFS and discuss outcomes with the Assessment Leader and Leadership Team, where appropriate. To carry out work scrutiny to ensure high standards and continuity across the EYFS.
- To liaise with the other Year Group Leaders to ensure progression and continuity across the school and ensure that the EYFS is seen as an integral part of the whole school community.
- Support new ideas and developments in the curriculum and teaching methods in line with whole school policy
- Plan and teach programmes of work which accord with the National Curriculum and the school policies ensuring progression across the age and ability range taught meets the needs of individual learners. Submit a plan of work on a termly basis, and provide weekly plans evaluating as appropriate
- Prepare and deliver challenging, well organised lessons, using an appropriate range of teaching strategies which meet the needs of individual learners
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Observe, assess, monitor and record the progress and attainment of all the children in the class. Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils
- Participation in National Curriculum Assessment procedures including moderation
- Ensuring a safe, orderly, well maintained and attractive school environment
- Be committed to supporting extra-curricular activities

Development of Whole Child

- Ensure the care and well-being of all children in an environment in which each child is valued
- Monitor and record pastoral aspects of the children's development
- Maintain good order and promote positive behaviour and attitudes among children
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, including raising all concerns
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To liaise with the SENCO, Assistant Head and Deputy Heads to contribute to the planning and organising of the work of the TAs in EYFS, in order to have a positive impact on pupil progress.

Professional development

- Lead CPD to develop and improve the EYFS team that contribute to the School Development Plan
- Monitor and evaluate the effectiveness of the EYFS area and identify CPD needs that ensures the school's expectations are met and also provides individuals in the team with opportunities for challenge and growth.
- To work with EYFS Leaders from other schools to ensure consistency of practice and to keep up with developments within EYFS.
- Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2012
- Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils' progress, attainment and well-being, refining your approaches where necessary

- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school, keeping abreast with current thinking and sharing with other staff all significant developments
- Be fully conversant and compliant with the school's procedures and policies, including Health and Safety

Communication

- To provide regular communication with parents about what is happening across the Early Years setting.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within EYFS
- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Headteacher.
- To lead parents meetings/workshops, in consultation with the Headteacher.
- Maintain a positive ethos which reflects the philosophy of the school
- Foster excellent relationships and encourage the involvement and support of parents, governors, community and other agencies

Health and Safety

- Be aware of the responsibility for your own personal Health and Safety and Welfare and that of others
- Promote positive attitudes towards Health and Safety

Exercise of particular duties

- Perform any reasonable duties as requested by the Headteacher

Note

The *School Teachers' Pay and Conditions* document and Teachers Standards gives details of the role and professional responsibilities of the teacher. The following overview should be read in conjunction with these documents. The job description is subject to an annual review, however it may be amended at any time following consultation with the post holder.

Signature of post holder:

Date:

Signature of Headteacher:

Date:
