



## **JOB DESCRIPTION**

### **EARLY YEARS LEADER**

#### **Job details**

**Salary:** Inner London Pay Scale + TLR

**Contract type:** Full Time

**Reporting to:** Executive Headteacher

**Responsible for:** The quality of teaching and learning in the EYFS

#### **Main purpose**

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](#)

The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:

- Ensure the highest quality of teaching and learning in the EYFS across the federation.
- Manage staff and resources to that end
- Monitor progress towards meeting the school's aims and objectives

They may also be required to undertake any of the duties delegated by the Executive Headteacher.

#### **Duties and responsibilities**

##### **Strategic direction**

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement across the federation
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS across the federation
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Share outstanding EYFS practice, knowledge and expertise throughout the federation as appropriate

## **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
  - Is diverse and inclusive
  - Meets the needs of all pupils and the requirements of the EYFS framework
  - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
  - Is effectively and consistently implemented across the EYFS
  - Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
  - Have an overarching responsibility for pupils' achievement and standards in the EYFS

## **Leading and managing staff**

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the federation
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

## **Efficient and effective deployment of resources**

- Create a safe, welcoming environment and take care of the classroom accommodation.
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home



**PERSON SPECIFICATION**  
**EARLY YEARS LEADER**

CRITERIA	ESSENTIAL
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified-teacher status</li> <li>• Degree</li> <li>• Evidence of continual professional development</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership experience in a school</li> <li>• Leadership of the EYFS</li> <li>• Managing an area of curriculum development and/or initiatives designed to raise standards</li> <li>• School development and improvement planning, monitoring, review and evaluation</li> <li>• Using school data to identify priorities</li> <li>• Leading and delivering training for others</li> <li>• Working with governors</li> <li>• Mentoring ECTs and trainee teachers</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledgeable of our school’s Christian ethos, vision and values</li> <li>• In-depth knowledge and understanding of the national curriculum and Early Years Statutory Framework. A sound knowledge of child development, early childhood education, current early years policy and issues including the importance of early intervention and integrated working</li> <li>• Excellent knowledge and understanding of the educational, developmental and health needs of children in the EYFS including those with SEND and how to implement the statutory learning, assessment, welfare and safeguarding</li> <li>• Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• The understanding of high-quality teaching, and the ability to model this for others and support others to improve.</li> <li>• An understanding of the issues involved in promoting social inclusion and the factors that have the greatest influence on the lives of young children including the importance of building the resilience of parents and reducing stressors to ensure all children reach their full potential. A clear understanding of the needs of all pupils, including those from vulnerable groups</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Effective leadership skills and strategies.</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Effective communication and interpersonal skills</li> <li>• Proven ability and strategies to lead, manage and motivate staff</li> <li>• Ability to coach, mentor and sensitively challenge individuals to achieve specific outcomes</li> <li>• Proven ability to identify problems/needs and devise solutions</li> <li>• Proven ability to manage change effectively and sensitively</li> <li>• Proven ability to prioritise and organize</li> <li>• Proven ability to establish and maintain collaborative partnership with a range of other professionals.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Enthusiastic about learning and development for all involved in the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality.</li> <li>• Possess a sense of humour</li> </ul>