



## The Ridgeway Primary School

### Job Description – Early Years Foundation Stage Team Leader

**Accountable to:** Headteacher

**Job Purpose:** To lead the EYFS team

**Accountable for:** Effective leadership & management of learning & teaching, assessment & pastoral care in the team. Inclusion and access to learning in EYFS. Progress and attainment across EYFS.

Team leaders ensure that their teaching teams are organised, function efficiently and that a 'whole school' overview is maintained. In addition, the Team Leader carries out the responsibilities of a class teacher.

Some middle management non-contact is available as negotiated with the Headteacher.

#### **Leadership:**

- To demonstrate a commitment to the Vision and Ethos of the school by setting the highest standards of professionalism and practice.
- To take responsibility for effective teaching and learning throughout the team
- To lead and develop the EYFS curriculum across the phase
- To lead the implementation of recommended whole school initiatives in the team
- To support staff in the early identification of SEN and work with the school's Inclusion Manager and SENCOs to give effective guidance in access to learning for such pupils.

#### **Management:**

- To ensure up-to-date team records including planning, monitoring and pupil tracking
- To oversee presentation and effectiveness of the team area
- To be aware of the Continuing Professional Development requirements of team members and where appropriate liaise with other members of staff in managing them
- To challenge any under-performance with the support of the Headteacher

#### **Curriculum and Assessment:**

- To lead colleagues in the setting of pupil progress targets
- To ensure the monitoring of progress against these targets, through analysis of data and feedback to staff and SLT
- To monitor the standards of children's work through scrutiny of work and in-team moderation to ensure they meet age related expectations.
- To ensure that pupil progress is reported on time and facilitate pupil progress meetings with the headteacher and assessment lead
- To ensure that the team planning reflects the school curriculum and ethos
- To ensure the outcomes of assessments and pupil tracking are used to inform teaching and where appropriate adjust the curriculum to the needs of the children



- To lead the team in organising any proposed off site visits or curriculum enrichment activities in conjunction with Headteacher

**School Improvement:**

- To contribute to the School Development Plan with a particular focus on the areas of improvement identified for EYFS

**Communication:**

- To liaise with the wider leadership team across the school, to ensure the deployment of support staff within the team to effectively support children's learning
- To ensure that cover teachers/EYPs/HLTAs have access to planning and that they are familiar with routines
- To organise team meetings, take minutes and ensure a system is in place to facilitate communication to teaching and support staff who work part time
- To organise playground, library, computing and assembly rotas
- To ensure that the information required for the school website is up to date and approved by the Headteacher

**Pastoral:**

- To contribute to the safeguarding and wellbeing of all children in the phase and support team members / lunchtime staff in their pastoral care of the children
- To ensure that all staff and children adhere to the Health & Safety requirements of the curriculum or other activities, and that security expectations are followed
- To ensure that wellbeing days are coordinated within the team so that there is always adequate cover
- To organise and coordinate sickness/training cover within the team and be the first point of contact for reporting absence including ensuring the school diary is updated

This role has an expectation of level 3 Health and Safety training which will be provided.