



Henwick Primary School

Henwick Road, Eltham, SE9 6NZ

Tel: 020 8856 8627



EYFS Phase Leader Job Description

Job Title: EYFS Phase Leader
Salary: MPS or UPS (dependent on experience) plus TLR
Contract: Permanent
Responsible to: Executive Headteacher and Acting Co-Headteachers

Job Purpose:

- To provide leadership in the development and management of the teaching and learning of our EYFS.
- To teach pupils within the EYFS and carry out such other associated duties as are reasonably assigned by the Executive Headteacher.

The post holder is responsible for:

- Co-ordinating and overseeing teaching staff and support staff working in nursery and reception
- The coaching, mentoring and development of all EYFS staff

Duties and responsibilities specific to the post:

Leadership and Management:

- Advise and update the Executive Headteacher and colleagues on all aspects of the EYFS
- Co-ordinate and take day-to-day responsibility for the organisation and management of the EYFS.
- Seek to ensure the effective use of the school's resources and budget allocation in our nursery and reception.
- Ensure a smooth transition of pupils into our nursery and reception children into Year 1.
- Develop and strengthen good relationships with parents/carers, pre-school providers and the wider community
- Be responsible for overseeing the development of and monitoring of the environment both inside and out to allow for learning opportunities and free flow
- To disseminate key points relating to the EYFS reforms to the wider staff audience
- To ensure that all stakeholders are kept up to date with information relating to EYFS, any changes that are made and their impact. Including sharing assessment information
- Work alongside school colleagues to support the application process

Teaching and Learning:

- With colleagues and members of the SLT monitor, evaluate and support the teaching & learning of our EYFS pupils
- Provide support to colleagues in the teaching and learning of the EYFS curriculum.
- Ensure assessment procedures for recording, reporting and tracking pupils' progress are securely and effectively in place.
- To lead on and monitor the implementation of the EYFS reforms

Generic duties and responsibilities:

To work within the framework of national legislation, in accordance with the provisions of the School Teachers Pay and Conditions Document and with locally agreed conditions of employment.

The duties & responsibilities in this job description should be supplemented by those accountabilities, roles & responsibilities common to all classroom teachers, as set out in the above document.

In addition, the post is subject to compliance with:

- School policies & guidelines on the curriculum and school organisation
- National Standards for Qualified Teachers
- SEN Code of Practice

The EYFS Leader will be entitled to:

- Support in his/her role from the Executive Headteacher, SLT, colleagues and the Governing Body
- Opportunities, support and encouragement to undertake further Professional Development.
- Regular class release time
- Regular opportunities to work closely with the Executive Headteacher, School Leaders and colleagues to discuss issues and share ideas on how together we can further develop our Early Years Provision.

Person Specification: EYFS Phase Leader

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • Qualified Teacher Status 	Further appropriate qualifications
Experience	<ul style="list-style-type: none"> • A minimum of two years teaching in EYFS • Experience of teaching in an EYFS setting • Evidence of high level of competence as a classroom teacher • Evidence of good to outstanding standards of progress for children in his/her class 	<p>Clear ideas about teaching and learning.</p> <p>Experience of leading a core curriculum area and key area of responsibility</p>
School Ethos	<ul style="list-style-type: none"> • Understands the importance of enabling all children to be happy, confident learners who will achieve their potential. 	Evidence of successful relationships with staff, children, parents and Governors
School Leadership & Management	<ul style="list-style-type: none"> • A commitment to raising standards • Evidence of school improvement initiative • Good organizational and Management skills • Evidence of a commitment to partnership and teamwork • Evidence of effective communication skills • Experience of managing resources 	<p>Experience of leading and managing staff team.</p> <p>Experience of controlling a budget for subject heading.</p>
Curriculum	<ul style="list-style-type: none"> • Understanding of current educational thinking linked to the Early Years Curriculum • Knowledge of current assessment procedures • Evident of accelerating pupil progress and reaching challenging targets 	<p>Evidence of a willingness to share expertise and promote good practice.</p> <p>Understanding of Early Years Assessment</p> <p>Experience of developing outdoor learning</p> <p>Awareness of the need to monitor and evaluate curriculum delivery</p> <p>Understanding of the value of extra curriculum opportunities.</p>
Inclusion	<ul style="list-style-type: none"> • Up to date knowledge of SEN Code of Practice • Experience of providing for individual needs e.g. children with Special Educational Needs and More Able pupils 	Experience of working with outside agencies and professionals

Criteria	Essential	Desirable
Parents	<ul style="list-style-type: none"> • Experience of building good relationships and working in partnership with parents 	Experience of liaising with pre-school providers
Community	<ul style="list-style-type: none"> • Recognising the importance of the school within the community and has ideas on how to develop this. 	Demonstrate initiatives taken in current post.
Governors	<ul style="list-style-type: none"> • Understanding of the roles and responsibilities of Governors 	Experience of working with Governors
Professional Development	<ul style="list-style-type: none"> • Evidence of recent training and/or professional development. • Willing to attend relevant 'in service' courses and meetings to develop knowledge and understanding of roles and responsibilities 	Involvement in coaching and mentoring staff
Safeguarding	<ul style="list-style-type: none"> • To share and support the school's responsibility towards safeguarding of pupils. • A satisfactory Enhanced DBS Check 	Evidence of child Protection /Safeguarding INSET