



Job Description

Purpose of Role

The school expects that this will become a leading provision in the academy. The EYFS Leader, in partnership with the Senior Leadership Team, will lead this development. It is expected that the EYFS Lead will continue to develop the school ethos of being a centre of excellence and be able to support and contribute to the school's commitment to enhancing the learning of others.

Main Duties & Responsibilities

This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and the Local Academy Committee by the post holder in the role of 'EYFS Leader'. The duties set out below are in addition to the overall class teaching requirements.

- The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Specific Responsibilities Include:

- In consultation with the Trust and Headteacher, to act as leader of EYFS by:
- Leading by example and be an Outstanding Role Model both as Teacher and Phase Leader
- Ensuring close links and planning between all Leaders
- Be the lead professional for teaching and learning across EYFS
- Lead pupil progress, assessment and data in conjunction with the Senior Leadership Team
- Be committed to raising the quality of teaching and learning across EYFS
- Participate in the development and implementation of the school improvement plan and to take part in the decision and policy making process
- To act as Line Manager in the Performance Management cycle for staff within the EYFS
- To be responsible for the day-to-day management of behaviour within the EYFS
- Build links with other providers to ensure that the emerging excellent practice is known by all and used by others to inform their professional development
- Build effective relationships with parents/carers and deal with day-to-day issues as they arise
- Ensure that parents/carers are well informed about the curriculum, targets, children's progress and attainment
- Keep EYFS staff informed of future planning and co-ordinating the EYFS Phase
- To report to the LAC and Trust on relevant issues particular post
- To plan and arrange INSET relevant to staff needs
- To uphold the Academies policies and equal opportunities
- Co-ordinate the long, medium and short term EYFS planning
- Keep abreast of current good practice for the EYFS and encourage all staff in their professional development
- Co-ordinate and monitor the evaluation of the delivery of the EYFS Phase curriculum
- Co-ordinate and monitor the assessment of children's learning
- Ensure that the curriculum on offer reflects the demands of the Phase Curriculum and





provides for equal opportunities

- Co-ordinate the identification of special needs and liaise with the Headteacher and SENDCo in securing an appropriate provision for identified pupil
- Ensure all staff understand their duties and that new staff are properly welcomed and inducted into the EYFS.
- Welcome and oversee visiting students/trainees etc.
- Oversee the Health & Safety and Safeguarding aspects of the EYFS Phase structure and routine
- Lead EYFS staff meetings, encouraging full contribution from all staff
- Encourage and manage parental involvement within the daily routine
- Negotiate a budget for appropriate resources to support learning
- Ensure all relevant rotas of duties for the EYFS Phase staff are produced and displayed centrally
- Carry out duty during break and lunchtimes as required

Note:

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The EYFS Leader section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder, LAC and Trust.

Special Conditions of Service

The postholder may be required to work outside of normal school hours on occasion (e.g. to attend LAC Meetings, etc.), with due notice.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the St. Francis Catholic MAT and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.





Additional Information

St. Francis Catholic MAT is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of safeguarding training.

Person Specification

Qualifications & Experience	
Educated to degree level	Essential
Qualified teacher status either in the UK or if not, in own country	Essential
Evidence of further professional development	Essential
At least 2 years teaching experience within the relevant phase	Desirable
Knowledge & Skills	
Must understand the expectations in the new Ofsted Framework and regarding effective leadership and management	Essential
Understanding of current good practice across KS1 and EYFS	Essential
Good understanding of what constitutes an outstanding Curriculum	Essential
Have a sound understanding of how assessment and data support school improvement and the drive for high standards	Essential
Have a sound knowledge and understanding of current strategies used to ensure all groups of learners achieve well	Essential
Good knowledge of the relevant legislation and guidance within the education sector	Essential
Understanding of and the ability to engage positively with issues related to equality of opportunity	Essential
Able to lead a multi-disciplinary team and to collaborate with other professionals in related fields	Essential
Able to observe and interpret children's behaviour, identify learning needs and employ a range of teaching styles to ensure progress	Essential
Able to plan, organise, model and resource an outstanding and stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning	Essential
Able to analyse data effectively to assess performance and progress	Essential
A teacher with good ICT knowledge and skills relating to effective learning and teaching	Essential
Able to form positive relationships with all children and motivate them to succeed	Essential
Able to work with others in a team to support work with children with special educational needs	Essential
Work at all times within the framework of agreed school policies	Essential
Personal Qualities	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	Essential
Willingness to, and ability to, run whole school INSET	Essential





Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions	Essential
To practice equal opportunities in all aspects of the role and around the workplace in line with policy	Essential
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	Essential

