

**JOB TITLE: Early Years Foundation Stage Leader (MPS/UPS + TRL 2)**

 **RESPONSIBLE TO: The Headteacher**

**JOB PURPOSE INCLUDING MAIN DUTIES AND RESPONSIBILITIES:**

* To be a leading practitioner, modelling effective methodology and practice to inspire Early Years team members.
* To lead, manage and evaluate the delivery of high quality teaching and learning in the Early Years.
* To play a key role in leading school improvement.
* To carry out the functions of a teacher in accordance with the professional standards for teachers and the School Teachers’ Pay and Conditions Document as directed by the Headteacher.
* To enable all individuals to achieve their full potential within a happy, positive environment.
* To work with zest, drive and determination to secure the long-term success of the school, supporting and promoting the vision, values and ethos to pupils, staff, Governors, parents and the wider community.
* To translate the vision into best practice through innovative planning and teaching that provides high quality learning.
* To hold accountability for standards achieved across Early Years.
* To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.

**Leadership Responsibilities:**

* To develop the Core EYFS vision, with creativity and high standards at its heart.
* To be the lead teacher for EYFS displaying expertise in a range of creative teaching methodologies to address pupils’ early learning styles.
* To be visionary and creative in the implementation of high standards and active learning across the Early Years curriculum.
* To lead the team in the implementation of the revised EYFS framework; including changes to the curriculum and assessment.
* To ensure high quality and effective assessments, including analysing data from the 2 year check, the Reception baseline assessment and the EYFSP, along with checkpoints throughout the EYFS.
* To liaise effectively with feeder settings to ensure timely and effective transition.
* To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.
* To coordinate and evaluate continuity and progression across Foundation Stage 1 and 2 through shared practice and focused classroom observations.
* To be a Performance Management/Appraisal Team Leader.
* To initiate, embrace and manage change positively in line with the School Improvement Plan.
* To ensure all EYFS/Key Stage 1 staff have an understanding of the EYFS curriculum and implement strategies to regularly track value added across Early Years and monitor standards to inform school reviews.
* To build capacity for self-evaluation and developmental priorities and strategically plan improvements in Early Years practice.
* To be a key contributor to the Leadership Team, supporting the ethos and standards of the school and determining its needs and priorities.
* To be responsible for the implementation and evaluation of agreed development strategies on the School Improvement Plan in terms of measurable success criteria.
* To report to the Board of Governors on progress in the EYFS; including children’s assessment checkpoints.
* To build a collaborative Early Years team, reacting to staff needs through mentoring and mutual support.
* To extend parental links and home/school partnerships in terms of EYFS expectations, curriculum understanding and methodology.
* To be reflective leader, displaying professionalism and commitment to all areas of school life.
* To lead Key Workers in the collection and sharing of moderated assessments

 **Standard Main Scale Responsibilities**

* To be an exemplary practitioner, responsible for classroom management and organisation, planning, recording, reporting and the delivery of the EYFS curriculum to the class group, within the policies of the school.
* To inspire children to become active participants and independent learners.
* To ensure the learning outcomes are shared creatively with the children.
* To be enthusiastic about initiating and trialling new teaching and learning methodology and establish the new EYFS framework.
* To ensure regular formative and summative observations are made of each pupil in the class to monitor and maximise performance in relation to developmental bands.
* To implement new initiatives with clarity and commitment and display flexibility towards curriculum changes.
* To provide a stimulating, secure and safe learning environment, both inside and out for the pupils, where children’s work is well-displayed and pupils can interact with their child chosen learning opportunities.
* To be responsible for developing positive behaviour within the unit and in other areas of the school as appropriate and to exercise pastoral care over the class.
* To participate positively and enthusiastically in the Early Years Team and Year Group Teams and whole school initiatives and development.
* To be committed to parental and community involvement and to the whole life of the school.
* To ensure high standards in all aspects of school life and work by setting high expectations for our children.
* To be prepared to undertake further professional development, be reflective in their practice and participate in school review procedures.
* To be committed to personal staff development and training.
* To promote and safeguard the welfare of children, carrying out and acting upon risk assessments as necessary.
* Other duties as may reasonably be required.

**ADDITIONAL RESPONSIBILITIES: MANAGE A SUBJECT AREA**

* To take responsibility for an area of the curriculum (preferably Reading; including phonics) throughout the whole school, including the planning, co-ordination, development and resourcing of that area.
* To ensure plans and policies promote continuous school improvement linked to the school SEF and development plan.
* To create an inspiring and professional work environment consistent with the school’s values and aspirations.
* Use national, local and school management data effectively to monitor standards of achievement across the school in the allocated curriculum area.
* Inform and report to colleagues, Governors and parents about that area of the curriculum.
* Provide appropriate documentation and support (improvement plans, policy, scheme of work, records, staff support etc) for the agreed area of responsibility.
* Lead and assist in staff meetings and INSET to further the development of the agreed area of responsibility.

**RESOURCES**

* Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail, CPoMs).
* Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.
* Support and manage Learning Support Assistants in the Early Years.
* Ensure effective communication with all colleagues (teaching and support staff).

**GENERAL DUTIES**

* To carry out a share of supervisory duties in accordance with published rotas.
* To participate in appropriate meetings with colleagues, partnership schools and parents relative to the above duties.
* To participate in parents’ evenings and school events outside of the teaching day as part of directed time in line with STPC.
* To be aware of their responsibility for data protection and GDPR, acting in accordance with the Data protection Act 1984 for the security, accuracy and significance of personal data.

 This job description and allocation of responsibilities may be amended following discussion with the Headteacher