

Rudyard Kipling Primary School and Nursery, Woodingdean, Brighton

Headteacher: Euan Hanington



Job Description

Head of Early Years Foundation Stage (EYFS) and Reception Class Teacher

Main Scale /UPS + TLR 2a

Full time; Permanent

Reports to: The Headteacher

Responsible for: EYFS phase (Nursery and two Reception classes in September 2026)



Main purpose

- Lead and manage the EYFS curriculum, ensuring high-quality adaptive teaching, learning and effective use of resources
- Raise standards for all EYFS pupils while delivering exceptional classroom teaching
- Contribute to the School Improvement Plan and mentor EYFS staff
- Provide guidance and support to EYFS teaching staff by modelling best practice and sharing current theory and effective approaches, including those outlined in the Strong Foundations document
- Fulfil teacher responsibilities as per the current School Teachers' Pay and Conditions document, including planning and delivering inspiring lessons, assessing pupil progress, and managing behaviour using the school's positive relationships approach

Duties and responsibilities

Strategic Development

- Contribute to strategic decision-making alongside other school leaders to shape and implement the school's vision
- Set high expectations for all EYFS pupils and inspire staff and children to maintain high standards
- Lead by example through exemplary classroom practice and demonstrate strategies to raise EYFS standards
- Support EYFS staff and work in partnership with parents, carers, and the community to keep them informed and involved in children's learning

Teaching and Learning

- Develop a thorough understanding of the school's EYFS assessment systems
- Lead termly 'Learning Conversations' across EYFS
- Oversee EYFS curriculum planning and evaluate its impact on teaching and learning.
- Collaborate with teachers to keep the curriculum current, engaging, and relevant, ensuring continuity and progression.
- Support the development of our school Behaviour and Relationships Policy to uphold high expectations for learning behaviours.

Leading and managing staff

- As a key member of the School Leadership Team (SLT), lead the induction of new EYFS staff, ensuring they uphold school values and high teaching standards
- Monitor teaching quality in EYFS through observations, book looks, assessment data analysis, and pupil conferencing
- Ensure consistency, continuity, and progression in EYFS planning
- Lead EYFS strategy to enhance teaching and learning

General Duties

- Engage in ongoing professional development aligned with the school's ethos and vision.

- Attend and lead meetings as appropriate
- Lead whole-school and EYFS assemblies when required
- Prepare reports for Governors, parents and carers as needed
- Manage and monitor EYFS budgets with the business manager
- Offer to lead a club
- Undertake playground duties as required
- Contribute actively to the whole school community and events
- Collaborate closely with the Inclusion team to ensure no child is left behind

Please note that the above is not an exhaustive list of all the tasks that the successful postholder will carry out

March 2026

Person specification

criteria	qualities
Qualifications and training	Qualified teacher status Evidence of professional development relevant to this role
Experience	Teaching within the primary phase, including evidence of outstanding teaching directly linked to EYFS delivery Team leadership, including during school development and/or improvement Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight Developing and delivering staff development programmes Implementing teaching and learning strategies to raise standards with evidence of impact
Skills and knowledge	Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery Exemplary classroom practice, consistently demonstrating a positive and resilient approach to children and staff Excellent leadership, communication and organisational skills Good IT skills, a knowledge of Arbor is an advantage Excellent interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders
Personal qualities	A passion for working with children Enjoys working as a part of a team High expectations for all children and a belief in bringing out the best in all Commitment to promote the school ethos and values; Equality; Kindness; Respect; Positivity and Teamwork. Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times A total dedication to inclusion and equality Willingness to go the extra mile Resilient with a positive mind-set A sense of humour!