



Southfields Community Primary School

Early Years Foundation Stage Leader

(TLR 2a)

Job Description

As Key Stage Leader and Subject Leader, you will be required to meet the general requirements of this post as specified in the National Teaching Standards 2013 and School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from your Headteacher. This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the Performance Management process or as appropriate.

SUMMARY:

To work with the Headteacher and Senior Leadership Team and to take responsibility for leading and managing Early Years including Assessment and a subject area.

CORE 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 and caring school community.
- 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 ensure high quality and effective assessment of pupils across the Early Years and through the completion of the Early Years Foundation Stage profile.
- 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 Nursery and Reception through shared practice and focused classroom observations.
- 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 review.
- 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 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 ensure transition into KS1 is smooth, liaising with Y1 teachers and ensuring that the children are prepared for KS1 expectations.
- To be a reflective leader, displaying professionalism and commitment to all areas of school life.
- Support and manage Teaching Assistants in the Early Years.
- To lead Key Workers in the collection and sharing of moderated assessments.
- Ensure effective communication with all colleagues (teaching and support staff).

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 agenda is 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 outside for the pupils, where children's work is well-displayed and pupils can interact with their child chosen learning opportunities.
- To be responsible for discipline in the classroom 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 participate in parents' evenings and school events outside of the teaching day as part of directed time in line with STPC.
- 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.

Key responsibilities and duties of a Subject Leader:

- To take responsibility for an area of the curriculum throughout the whole school, including the planning, co-ordination, development and resourcing of that area.
- To lead, co-ordinate and manage effective learning and teaching across the school
- To lead, develop and manage the curriculum across the school
- To ensure plans and policies promote continuous school improvement linked to the school SEF and development plan.
- To have a significant impact on the educational progress of pupils in the curriculum subject
- To monitor and review impact and identify areas for development across the school
- Provide training for staff on effective learning and teaching
- Engage in and lead relevant professional development activities delivering training and support to staff as necessary.
- Lead and assist in staff meetings and INSET to further the development of the agreed area of responsibility.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Inform and report to colleagues, Governors and parents about that area of the curriculum.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community.

- Help build a school culture and curriculum which takes account of the richness and diversity of the school's communities.