



Colnbrook C. of E. Primary School

Job Description

EYFS Lead

Reporting to: Headteacher

Main purpose

- Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meeting the expectations set out in the [Teachers' Standards](#)
- A detailed Class Teacher job description accompanies this

The EYFS lead, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and responsibilities

Strategic Direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENDCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the Trust on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate
- Lead the Early Years staff team, providing line management and direction, as appropriate
- To comply with, support and promote all school policies and procedures, particularly those relating to Child protection, equal opportunities, racial equality, health, safety and security, confidentiality, Behaviour and data protection.
- To be responsible and accountable for securing the highest standards of pupil achievement across your Phase, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To act as a model of professional conduct and presentation; demonstrating high personal standards of expertise and commitment.

- To act as Deputy Designated Safeguarding Lead

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
 - Is diverse and inclusive
 - Meets the needs of all pupils and the requirements of the EYFS framework
 - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
 - Is effectively and consistently implemented across the EYFS
- Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS
- Support curriculum development for children in the Resource Base, following an Early Years curriculum

Leading and managing staff

- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning by visiting lessons, scrutinising evidence, and talking with pupils to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate
- All personal teaching to be judged good or better, excelling as a classroom practitioner; providing demonstration lessons as appropriate.
- Ensure the highest standards of professional conduct and confidentiality at all times.
- Ensure the development and maintenance of a collaborative culture, which demonstrates loyalty and integrity towards colleagues within the school.
- To plan and lead meetings as appropriate with other colleagues to review curricular, pastoral and organisational; and administrative matters affecting the school.
- To ensure pupil behaviour is managed in a positive and effective manner within the school, including liaising with parents, following agreed school policy and procedure securing the co-operation, support and partnership of parents/carers.

Efficient and effective deployment of resources

- Ensure a range of reading and library books are available in the EYFS
- Create a safe, welcoming environment and take care of the classroom accommodation
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment

- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home
- To ensure all adult support is well-focussed across the school and makes a significant contribution to the quality of learning and the progress that pupils make, with precisely targeted support.
- To ensure dialogue between teachers and other adults across the school is consistently of high quality and effectively informs pedagogy, assessment and behaviour for learning.

Other areas of responsibility

As part of the senior leadership team:

- Support the Headteacher in the development and implementation of the school development plan
- Support the whole school self-evaluation process
- Undertake other senior leader tasks, as delegated by the headteacher

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EYFS lead will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Note

This job description is not your contract of employment or any part of it. 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.

You will be expected to follow school policies and the staff Code of Conduct.

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Personal Specification

QUALIFICATIONS & EXPERIENCE	Essential	Desirable
Qualified teacher status	X	
Successful experience of EYFS leadership		X
Teaching experience	X	
SKILLS	Essential	Desirable
Ability to communicate a vision and inspire others	X	
Ability to build effective working relationships with pupils	X	
Ability to adapt teaching to meet pupils' needs	X	
Ability to build effective working relationships with staff and other stakeholders	X	
Good IT skills	X	
Effective communication and interpersonal skills	X	
KNOWLEDGE	Essential	Desirable
Expert knowledge of the EYFS statutory framework and handbook	X	
Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve	X	
Knowledge of guidance and requirements around safeguarding children	X	
Awareness of local and national organisations that can support delivering the EYFS		X
PERSONAL QUALITIES	Essential	Desirable
Commitment to getting the best outcomes for all pupils	X	
Uphold and promote the ethos and values of the school	X	
Ability to work under pressure and prioritise effectively	X	
Maintain confidentiality at all times	X	
Commitment to safeguarding, equality, diversity and inclusion	X	

Signature of Post holder: _____ Date: _____

Signature of Headteacher:  _____ Date: _____