

JOB DESCRIPTION

Job Title:	EYFS Leader
Location:	Streethay Primary School
Pay Point:	MPS/UPS + TLR 2a
Conditions of Service:	Shaw Education Trust
Responsible to:	Head of School

Purpose of Job:

- In conjunction with the Executive Head Teacher and Head of School provide the vision and effective leadership that will enable the school to develop further throughout periods of change.
- As a member of the Senior Leadership Team make a significant contribution to the strategic development and direction of the school.
- To assist the Head of School in leading, motivating and enabling staff to provide the highest standard of education for all pupils.
- To provide assessment analysis from relevant sources to make a significant contribution to school self-evaluation and school improvement
- Work to support the aims and ethos of the school and the Trust and hold the highest professional standards themselves.

Generic Responsibilities of the EYFS Leader:

- To carry out the duties of a Class Teacher as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS team.
- To provide regular communication with parents about what is happening across the Early Years setting.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across the EYFS and be committed to a fully inclusive school.
- To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To address any areas of underachievement and inconsistencies within the EYFS.

- To use relevant assessment information to set targets for improvement across the EYFS.
- To enthuse, lead, develop and enhance the teaching practices of others across the EYFS, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of the EYFS, within the context of the school's aims and policies.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.
- 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 keep up to date records of any meetings/actions/outcomes from the meetings, a copy of which must be given to the Head of School within 3 days of the meeting/action/outcome.
- To take responsibility for understanding the part that one plays in the progress of the School Improvement planning and contributing to it accordingly.
- Both deliver and undertake professional development within and outside of Shaw Education Trust and Streethay as well as keeping up to date with current trends and research.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
- To safeguard every pupil's health, safety and well being in line with school policies.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within EYFS.
- To liaise with the SENDCo and SLT to contribute to the planning and organising of the work of the TAs in EYFS, in order to have a positive impact on pupil progress.
- To improve the quality of teaching and learning across the EYFS.
- To review planning and teaching methods in order to meet the needs of individual pupils, including SEN, Gifted and Talented, Looked After Children and children with English as an Additional Language.
- To exemplify excellent practice in the classroom and share this practice with other staff, Academy Council and parents as appropriate.
- To evaluate assessment data in EYFS and discuss outcomes with the SLT.
- To carry out effective monitoring and evaluation to ensure high standards and continuity across the EYFS.

- To liaise with other Year Groups to ensure progression and continuity across the school and ensure that the EYFS is seen as an integral part of the whole school community.
- To support, guide and advise EYFS staff in all aspects of their work.
- To work with EYFS Leaders from other schools to ensure consistency of practice and to keep up with developments within EYFS.

Other Activities:

- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Head of School.
- To lead parents meetings/workshops, in consultation with the Head of School.
- To organise special assemblies, performances, school trips and other events.
- To carry out any other duties reasonably requested by the Executive Headteacher and Head of School. The duties may be varied to meet changed circumstances in a manner compatible with the post held.

This job description does not form part of the contract of employment. It describes the way in which the EYFS Leader is expected and required to perform and complete the particular duties as set out above.