



JOB DESCRIPTION



Post title: EYFS Leader
Salary: MPS/UPS with TLR 2a
Responsible to: Headteacher

Purpose of the post:

The EYFS Leader will work at the Meadow Lane site of the school teaching in a Foundation 2 class. They will be an inspirational role model for good practice in Early Years and oversee the Foundation 2 team which is currently 3 classes. In addition, they will work closely with the Foundation 1 teacher to ensure consistency and progression. They will manage, lead and inspire the wider team of staff within Early Years to ensure that all pupils, regardless of their background or needs, are supported to achieve their full potential. They will also be a member of the Leadership Team for the school and represent Early Years within this group.

In fulfilment of all responsibilities and duties, the EYFS Leader should show a commitment to the aims, policies, procedures and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

Reporting to:

The Headteacher

Responsible for:

- The Early Years team of teachers and teaching assistants

To co-operate with:

- All colleagues, both teaching and support staff.
- Outside agencies including PVI's, the Local Authority, local Nurseries and school.
- White Hills Park Trust colleagues

Disclosure:

- Enhanced DBS check.

The EYFS Leader Core Responsibilities

- Teach a class and be a role model of good practice.
- Develop an aspirational environment, indoors and out, that supports the learning, independence and curiosity of every child.
- Demonstrate high expectations and a commitment to the development of the whole child.
- Promote an ambitious and research-informed vision for Early Years.
- Develop and implement the EYFS curriculum to ensure it responds to national guidance, appropriate research and best practice.
- Lead staff development, PPA and planning meetings efficiently, delegating tasks, working collaboratively, building strengths and motivating the EY team.
- Oversee and monitor assessment within the Early Years, taking part in moderation activities.
- Lead the EYFS team in setting aspirational targets and monitoring progress in line with the school assessment policy.
- Lead Pupil Progress meetings with a solution focused approach to ensure all children reach their

potential and are ready for Key Stage 1.

- Contribute to the School Improvement Plan and self-evaluation, particularly with respect to Early Years.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Build strong relationships with pupils, staff and parents and be proactive in communicating.
- Take the lead in promoting and marketing the EYFS provision of the school, particularly with regards to new starters in September.
- Lead and manage transition activities including parent open sessions and liaison with pre-school providers.
- Working with the office team, support the organisation and administration of new children starting school.
- Motivate, inspire and develop a team, modelling high expectations and professional integrity.
- Show a commitment to professional development and a determination to grow, develop and learn.
- Be tenacious in the approach to Safeguarding and Child Protection to ensure the EYFS is a safe and secure space.
- Serve as a Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead (DSL) and other DDSLs in ensuring the safety and well-being of pupils.
- Contribute to safeguarding training for staff and maintain accurate safeguarding records in line with statutory guidance.
- Participate in the school's teacher professional growth programme.

The EYFS Leader will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that 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 Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

All adults employed by the Trust are responsible for promoting the welfare of students and safeguarding.

Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

The job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document. The post is otherwise subject to the Conditions of Service for School Teachers in England and to locally agreed conditions of employment.