



## Kenilworth Primary School

### Job Title: EYFS Leader and Reception Class Teacher

#### Job Description

- To provide professional leadership and management of the Early Years Foundation Stage to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all children
- To share in and support the leadership of the school as member of the Senior Leadership Team.
- To help lead the school in the policies and practices of continuous school improvement and staff development in relation to the Early Years Foundation Stage.

#### Main Areas of Responsibility

The duties outlined in this job description are in addition to those covered by the current School Teachers' Pay and Conditions Document and may be combined with an existing teaching responsibility.

#### Strategic:

- Lead the development and implementation of the EYFS curriculum across Nursery and Reception
- Ensure the curriculum meets all statutory requirements of the EYFS framework, including the learning and development requirements and safeguarding and welfare requirements
- Ensure the curriculum prepares children for Year 1
- Monitor and evaluate the quality of teaching and learning in EYFS
- Lead the implementation and moderation of EYFS assessment, including baseline, ongoing formative assessment and the end of Reception outcomes
- Analyse data and use it to inform planning and interventions

#### Teaching and Learning:

- Ensure the curriculum supports children's progress through the EYFS educational programmes, with clear identification of foundational knowledge and skills, emphasising communication and language development. Ensure daily routines develop children's language and vocabulary, staff engage in high-quality interactions, and mathematics teaching is carefully sequenced Ofsted State-Funded School Inspection Toolkit
- Model outstanding EYFS practice
- Support staff in planning engaging, child-centred learning experiences

#### Staff Development:

- Lead, manage and develop the EYFS team
- Provide coaching, mentoring and professional development opportunities
- Conduct performance management and appraisals for EYFS staff



### **Safeguarding and Welfare:**

- Take lead responsibility for safeguarding and child protection within EYFS, with appropriate status and authority to carry out the duties effectively Keeping Children Safe in Education
- Ensure all statutory welfare requirements are met
- Maintain high standards of care and safety

### **Partnership Working:**

- Work in partnership with parents to promote children's learning and development and raise awareness about supporting children's readiness for starting school Ofsted State-Funded School Inspection Toolkit
- Liaise with external agencies and feeder nurseries
- Lead transition processes into Reception and into Year 1

### **Person Specification**

#### **Essential:**

- Qualified Teacher Status
- Evidence of recent, relevant CPD in EYFS
- Excellent knowledge of child development and the EYFS statutory framework
- Understanding of child development and EYFS framework
- Experience teaching in EYFS
- Leadership experience or potential
- Strong communication and interpersonal skills
- Commitment to working in partnership with parents and external agencies

#### **Desirable:**

- NPQLTD or similar leadership qualification
- Experience as an EYFS coordinator or phase leader
- Knowledge of assessment and tracking systems

#### **Personal Qualities:**

- Caring and nurturing approach to working with young children
- Resilience and ability to work under pressure
- Excellent organisational skills
- Passion for early years education
- Ability to inspire and motivate a team
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Kenilworth Primary School is committed to safeguarding and the promoting the welfare of children. The successful candidate will be subject to rigorous pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check, medical fitness clearance and satisfactory references.