

St Teresa's Catholic Primary School

Job Description: Early Years Leader

These duties are in addition to those specified for a Qualified Teacher / Upper pay Scale Teacher and relate to the specific Phase Leadership (Early Years)

The EYFS leader, 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
- › 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 (SENCO) 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
- › Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate supporting teachers across the school with pupils who benefit from an early years approach to learning.

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

Leading and managing staff

- › Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- › Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- › Monitor teaching and learning 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
- › Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards
- › Coach and model team teaching
- › Support staff to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.

Efficient and effective deployment of resources

- › 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
- › Work with the School Business Manager to manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience