



## Job Description

### Early Years Foundation Stage Leader Permanent Salary – MPS + TLR 2C

#### Job Purpose

- To provide leadership, direction and management to ensure sustained improvement of the Foundation Stage.
- To share in and support the leadership of the school as a 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.

**Reporting to:** Deputy Headteacher

#### General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of teacher as appropriate.

*To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher.*

*Parkfield Community School* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

#### Strategic Direction and Development of the School

Working with the Headteacher and Leadership Team to help develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

#### Specific Responsibilities: To lead on all aspects of Pupil Services EYFS to Year 6

- Take overall responsibility for the quality and standards of teaching and learning across the Foundation Stage, this to include providing analysis and reports to the Senior Leadership Team, county advisors and governors as required.
- To keep up to date with current developments in teaching and learning and in school improvement in the Early Years Foundation Stage and to share this with staff.
- To help to formulate the aims and objectives of the Early Years Foundation Stage and policies for their implementation.
- To play a major role in the development of high-quality teaching and learning in the Early Years Foundation Stage. This will include the monitoring of curriculum planning and the giving of feedback and advice as well as assisting and supporting colleagues with the planning and delivery of a differentiated curriculum.

- To lead the Early Years Foundation Stage team in the delivery of a creative and stimulating curriculum.
- To seek ways of sharing good practice in the Early Years Foundation Stage and to ensure dialogue about teaching and learning amongst school staff.
- To ensure that the requirements of the Early Years Foundation Stage including arrangements for assessment and moderation are met.
- To ensure appropriate support for individuals and groups of pupils based on assessment data.
- To ensure that all the children in the Early Years Foundation Stage are able to learn and achieve to the best of their ability.
- To monitor and evaluate the impact of the policies, practices, targets and priorities in the Early Years Foundation Stage, identifying developments needed and working with the Head, Deputy and the Leadership Team to achieve them
- To ensure curricular policy development is focussed on continuous improvement.
- To share in and support the strategic leadership of the school and to bring out the potential for leadership in others.
- Make a significant contribution to the school's leadership tasks as a member of the Senior Leadership Team.
- To work in partnership with the Head, Deputy and members of the Senior Leadership Team in the cycle of planning, implementation, review and evaluation of the School Plan.
- To work in partnership and fully support the Head Teacher in the implementation of school policies and practices and in the development of the school.
- To be an excellent role model of outstanding practice to all staff.
- To teach pupils across the Early Years Foundation Stage and to have class teacher responsibility for one class.
- To work alongside the Senior DSL to ensure that the safeguarding policy is followed and the statutory requirements of April 2017 EYFS are maintained.
- To act as a line manager for all staff in the Foundation Stage including professional growth appraisal and ensuring individual professional development.
- To actively develop relationships with parents and the wider community, including pre-schools and nurseries.
- To manage the day-to-day staffing of the Foundation Stage.
  
- **Accountability**
  - *Members of the Leadership Team work with the Headteacher to help evaluate the efficiency and effectiveness of the school.*

#### **You:**

- Provide information, objective advice and support to the Headteacher to enable the Headteacher to meet their responsibilities for securing effective outcomes in relation to student services.
- Help create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Help present a coherent and accurate account of the performance in a form appropriate to a range of audiences, including Governors, the local community and OFSTED.
- Help ensure that parents/carers, students and stakeholders are well informed about how their child is performing.

#### **General**

- Contribute to the overall ethos/aims of the school.
- Participate in training, other learning activities and performance development as required.

- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

**Line Manager's Signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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