



<b>Job title:</b>	Early Years Foundation Stage (EYFS) Teacher and Nursery Lead	
<b>Reports to:</b>	Headteacher, Senior Leadership Team, Line Manager	
<b>Scale/FTE:</b>	Main Pay Scale / Upper Pay Scale	

The professional duties of teachers (other than the Headteacher) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

**Key Purpose:**

The Early Years Foundation Stage (EYFS) and Nursery Lead will support the Head Teacher in achieving the objectives set out in the School Improvement Plan. As a member of the Senior Management Team (SMT), the post holder will share responsibility for the education and welfare of all pupils within the school.

The primary focus of the role is to continue to raise standards of teaching, learning, attainment and progress across the Early Years Foundation Stage, including Nursery provision. The EYFS and Nursery Lead will provide strategic leadership, operational management and professional guidance to all staff working within EYFS.

The role includes the responsibility for developing and monitoring the Nursery provision at River Mill, ensuring high-quality curriculum delivery, assessment and pastoral care.

The post holder will carry out the professional duties of a teacher in accordance with the School Teachers’ Pay and Conditions Document, having due regard to the school’s aims, policies and schemes of work.

Additional non-contact time, over and above PPA, will be provided to fulfil leadership responsibilities.

**Key Responsibilities**

**Strategic Leadership**

In conjunction with the Senior Management Team, the EYFS and Nursery Lead will:

- Lead on School Self-Evaluation and Development Planning for EYFS.
- Contribute to and support the School Improvement Plan.
- Monitor and evaluate Nursery provision, working closely with the Nursery Manager on curriculum, assessment and moderation.
- Drive continuous improvement in teaching and learning strategies across EYFS.

- Use data analysis to inform practice, identify priorities and drive school improvement.
- Monitor standards, quality and outcomes to evaluate progress against school priorities.

### **Curriculum Leadership**

- Provide professional leadership for the EYFS curriculum.
- Lead, manage and develop curriculum delivery across Nursery and Reception.
- Support staff to differentiate effectively to meet the needs of all pupils.

### **Promoting Effective Teaching and Raising Standards**

- Ensure teaching within EYFS is consistently good or outstanding.
- Secure rapid and sustained progress for almost all pupils.
- Analyse EYFS data to inform planning and targeted interventions.
- Monitor progress of vulnerable groups as part of the leadership team to ensure strong outcomes.
- Support the Head Teacher in monitoring teaching quality and pupil outcomes.
- Contribute fully to self-evaluation, target setting and school development priorities.
- Model outstanding classroom practice and organisation.
- Maintain high expectations for behaviour and achievement.

### **Leadership and Management of Staff**

- Lead, manage and develop all EYFS staff, including teachers, teaching assistants and nursery staff.
- Line manage EYFS and nursery staff, following performance management processes.
- Identify staff development needs and coordinate professional development with the wider leadership team.
- Promote positive working relationships in line with the school wellbeing policy.
- Undertake project management aligned with School Development Plan objectives.
- Assist in the organisation of timetables and rotas.
- Develop stimulating, inclusive EYFS environments that secure effective learning.

### **Behaviour and Pastoral Leadership**

- Support EYFS and nursery staff in implementing the Behaviour Policy.
- Monitor pupils with challenging behaviour in line with the SEN Code of Practice and school policies and liaise with parents.
- Support partnerships with parents, carers and external agencies to enhance learning and development.
- Bring significant concerns to the attention of the Head Teacher.

### **Organisation and Administration**

- Prepare agendas and minutes for EYFS meetings.
- Manage the EYFS stock budget effectively.
- Delegate responsibilities within the EYFS Team.
- Prepare materials for supply teachers when required.
- Support termly newsletters and contribute to weekly communications.
- Ensure accurate collection and reporting of statistical and assessment data.
- Disseminate planning and assessment updates to colleagues.

### **Whole School Responsibilities (SMT Role)**

As a member of the Senior Management Team, the EYFS and Nursery Lead will:

- Share responsibility for administration and strategic management of the school.
- Contribute to planning and decision-making across all aspects of school life.
- Promote high standards of behaviour, attitude and achievement.
- Attend SMT, Head Teacher and Governing Body meetings as required.
- Support PTA activities and school functions.
- Lead assemblies as part of the leadership team.
- Promote strong relationships with parents, governors and the wider community.
- Ensure parents are well informed about the EYFS curriculum, targets and children's attainment.
- Support the school's vision, ethos and commitment to British Values.
- Foster spiritual, moral, social and cultural development across EYFS.

**Other Duties**

- Undertake any other duties commensurate with the grade and level of responsibility of the post, as directed by the Head Teacher.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

Criteria	Essential = E Preferable = P Desirable = D
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Have QTS</li> <li>• Be willing to undertake relevant CPD</li> </ul>	E E
<b>Experience</b> <ul style="list-style-type: none"> <li>• Have previous experience of working in a school.</li> <li>• Previous experience working in partnership with parents</li> <li>• Experience working as part of a team</li> <li>• Experience working with pupils with SEND</li> <li>• Experience working with children who have challenging behaviour</li> <li>• Experience working with children with EAL</li> </ul>	E D P D D D
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Be committed to teaching.</li> <li>• Supportive of their colleagues.</li> <li>• Have good attendance and punctuality.</li> <li>• Be proactive in the working environment.</li> <li>• Be enthusiastic and positive.</li> <li>• Be able to accommodate changes in priorities.</li> <li>• Be able to anticipate workload and plan ahead.</li> <li>• Be able to develop effective relationships with parents.</li> <li>• Be able to encourage and enable others to reach their full potential.</li> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• A flexible approach</li> </ul>	E E E E E P E E E D  D D

Date: May 2021