



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title: EARLY YEARS LEADER

Main purpose

In addition to:

- Fulfilling the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document.
- Meeting the expectations set out in the Teachers' Standards.

The EYFS leader, under the direction of the principal, will take lead responsibility of the EYFS to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all
- To share and support the Academy's responsibility to provide and monitor opportunities for pupil's personal and academic growth.

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.
- Promote pupils' spiritual, moral, social, cultural, physical, and mental development alongside British values.
- 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.
- Liaise with Greenwood Academy Trust on EYFS-related projects and activities.
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate.



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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 teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate.

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the EYFS.
- 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.



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- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home.

Principal/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____