



EARLY YEARS FOUNDATION STAGE LEADER JOB DESCRIPTION

PURPOSE OF THE JOB

- 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.

MAIN DUTIES

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required. They are the additional duties of a teacher in receipt of a teaching and learning responsibility payment (TLR2b).

- 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 Headteacher, Assistant Head 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 Headteacher, Assistant Head 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 Headteacher in the implementation of school policies and practices and in the development of the school.
- To work in partnership with EYFS colleagues across the Trust
- 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 DSP 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 performance management and ensuring individual professional development.
- To actively develop relationships with parents to foster and support a lasting home school relationship
- To actively develop relationships with the wider community, including pre-schools and nurseries.
- To manage the day to day staffing of the Foundation Stage.

The post holder is accountable to the Headteacher.

REVIEW OF DUTIES

The specific duties attached to this role are subject to annual review and may, after discussion, be changed.