



## JOB DESCRIPTION

Job Title	EYFS Lead
Grade	Main Scale + TLR2
Responsible to	Headteacher / Head of School

### **Teaching Responsibilities**

To be responsible for School Improvement priorities linked directly to teaching and learning in the Early Years. To lead learning and teaching throughout the EYFS and be responsible for the delivery of a high quality Early Years curriculum, including planning, tracking and assessment. To further develop outdoor learning opportunities for Foundation Stage pupils. To promote links with other key stages and lead staff development/training on issues relevant to the EYFS.

### **Core Responsibilities**

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- To embed a clear vision for the EYFS which underpins outstanding EYFS provision.
- Be a part of the middle leadership team.
- Lead teaching and learning as a Lead Teacher, working with teachers across the EYFS to improve their practice through team teaching, modelling lessons and leading staff INSET.
- Be an inspirational and outstanding practitioner, working within a team to support the development of the Academy's vision for educational excellence.
- Work with the Head of School to promote the agreed vision of STEP Academy Trust and promote and deliver the Academy's mission and values.
- To ensure the Academy has an up to date policy within the EYFS which reflects current practice.
- Work with the Head of School to develop teaching and learning in the EYFS.
- Within the EYFS, be responsible for tracking attainment and progress, line managing staff, supporting teachers in developing their practice and leading CPD staff meetings as appropriate.
- Lead an area of priority within the Academy Development Plan.
- Be responsible for line managing LSAs and teachers within your team.
- Manage the EYFS budget to ensure best value for money and high quality resources.
- Undertake any professional duties that might be delegated by the Head of School.

### **Other duties**

- Keep the Head of School informed of issues arising / affecting the staff and wider school community.
- Act as team leader in the performance management of teachers and/or LSAs in accordance with the school Performance Management Policy.

### **Leading and developing others**

- Generate an atmosphere of focus, drive and high expectations based on your own practice. Be a strong role model.
- Advise and support, and hold to account, teachers and LSAs in your team.
- Ensure agreed structures and policies are observed by all members of your team.
- Assume responsibility for behaviour within your phase, meeting parents where appropriate.
- Coordinate and chair team weekly phase meetings (keeping minutes).
- Monitor planning on a regular basis to ensure it effectively meets the needs of the children.
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- Regularly monitor the marking of children's books/EYFS record keeping/profiles, ensuring high expectations are maintained and school procedures are followed.
- Monitor and moderate the assessments of teachers in your team providing written and/or verbal feedback.
- Support teachers in the writing of ILPs and monitor children's progress towards achieving agreed targets.
- Agree and regularly review challenging pupil and class targets with teachers in your team.
- Coordinate formal and effective systems of assessments e.g. FS Profiles including the collection, analysis and reporting of attainment upon entry to and exit from the EYFS.
- Evaluate standards across the EYFS, assess progress and identify areas for development. Prepare written reports for the Academy Committee when required.
- Provide detailed, clear and on-going information for parents.
- Oversee the organisation of class trips, journeys and productions, including risk assessments.
- Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and outline key points.
- Proof read end of year reports within your phase, ensuring high standards of written English.

### **General**

- Promote the agreed vision of STEP Academy Trust.
- Be committed to raising standards of achievement.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Implement all the policies agreed by STEP Academy Trust.
- Maintain high expectations and insist the children always produce their best.
- Maintain good order and discipline among the children when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues in a team, setting high professional standards.
- Take an active part in the life of the Academy.

### **Evaluation, Assessment and Record Keeping**

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with children, colleagues, parents/carers and outside agencies as appropriate.
- Mark work, providing regular feedback, according to the agreed Feedback Policy.
- Set regular ambitious yet achievable targets for the children.

## Other Responsibilities

- Participate in scheduled meetings, including a weekly team meeting and weekly morning meeting.
- Participate in duty rosters, including taking assemblies, lunch and playtime duties and before and after school clubs.
- Participate in the Academy's arrangements for performance management and other professional development activities.
- Facilitate the training of students as required.
- Safeguard the health and safety of all children.

## Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

## Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

## Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

## Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

## Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

## Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

## Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## Early Years Leader PERSON SPECIFICATION

<i>Abilities and Skills</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
3	Ability to plan, organise and prioritise work in order to meet deadlines		✓		
4	Effective behaviour management skills; ability to develop excellent relationships		✓	✓	✓
5	Ability to communicate effectively with all members of the school community			✓	✓
6	Ability to identify and implement successful inclusion strategies for all children		✓		✓
7	Ability to promote a positive school ethos		✓	✓	

<i>Knowledge and Understanding</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
8	Able to track and interpret class performance data, identifying areas for improvement		✓	✓	
9	Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase		✓	✓	
10	Understanding of strategies that enable children to make excellent progress			✓	✓
11	Thorough understanding of and commitment to equality of opportunity		✓	✓	
12	Knowledge of safeguarding and child protection issues		✓	✓	

<i>Personal skills and attributes</i>					
<i>Essential</i>		<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
13	<i>Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity</i>		✓	✓	
14	<i>Ability to work independently and on own initiative; take responsibility for own professional development</i>		✓	✓	