



<u>POST:</u>	Early Years Foundation Stage Leader
<u>POSTHOLDER:</u>	
<u>GRADE:</u>	MPS – UPS & TLR 2.1
<u>DATE:</u>	September 2019
<u>PURPOSE:</u>	To lead and manage the day to day running of the Early Years Foundation Stage
<u>ACCOUNTABLE TO:</u>	Headteacher and Deputy Headteacher

Main Purpose

The post-holder will be expected to manage their own performance and development within the EYFS, encouraging all staff in the same area to do the same by sharing a commitment to improvement.

The post-holder will be expected to provide professional leadership and management of the EYFS.

The post-holder will be required to exercise their professional skills and judgement to carry out the professional duties set out below in a collaborative manner.

Main Responsibilities

Making an impact on the educational progress of pupils beyond those directly assigned:

- Encourage pupils' motivation and enthusiasm, securing positive attitudes to learning and high standards of behaviour in the EYFS.
- Monitor, evaluate and review pupils' progress, achievement and attainment across the EYFS and ensure appropriate action plans are in place where issues are identified.
- Monitor, evaluate and review the quality of learning and teaching in the EYFS in accordance with school policy and share judgments with teaching and support staff as appropriate.
- Challenge underperformance of learning and teaching in the EYFS by promoting a high challenge/high support culture.
- Support curriculum leaders in the development and implementation of curricular and cross curricular initiatives.
- Support teachers, support staff and the SENCO to promote inclusive teaching methods.
- Support the pastoral care of pupils in the phase.
- In conjunction with the educational visits curriculum leader, oversee the organisation of educational visits and curriculum enrichment activities within the phase.
- Liaise closely with other Phase Leaders to ensure continuity and progression across the phases.

Leading, developing and enhancing the teaching practice of others:

- Have a detailed professional knowledge of the EYFS including an understanding of the knowledge, progression of early childhood development.
- Be accountable for the work of teachers and support staff in the EYFS and those assigned to the phase.
- Develop and improve EYFS subject knowledge and pedagogy.
- Ensure the promotion of methods that enable all pupils to learn effectively, including Home Learning.
- Take responsibility for the induction of new staff in the phase.
- Identify key professional development needs and ensure that these needs are addressed through the provision of high quality coaching and mentoring.
- Contribute to continuing professional development (CPD) activities with particular reference to phase/ EYFS issues.
- Disseminate examples of 'good practice' in learning and teaching,
- Effective planning and provision across the EYFS and the phase.

Management responsibilities

- To organise, lead and develop the Foundation Stage Unit
- To be an excellent role model, exemplifying a high standard of Early Years provision, promoting high expectations for all members of the Early Years community, with a proven impact on children's progress
- To establish and maintain effective working relationships with colleagues and external agencies
- To lead, organise and direct support staff, students or parent volunteers within the Foundation Stage Unit
- To ensure the school meets its statutory requirements for Early Years
- To ensure the health, safety and welfare of children and staff in the Foundation Stage Unit
- To be responsible, with the Headteacher, for implementing robust systems for monitoring and evaluating outcomes in Early Years
- To use data to understand the strengths and weaknesses of Early Years, including planning actions
- To lead on the development of Action Plans and policy for Early Years
- To contribute to the school's self-evaluation process, the School Improvement Plan and associated action plans as appropriate
- To support the school's inclusive ethos, vision, values and aims

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed regularly.

Signed: _____ (Teacher)

Signed: _____ (Headteacher)

Date: