



## **Job Description: EYFS Leader**

### **Purpose of Job**

- In conjunction with the Principal and Senior Leadership Team, provide the vision and effective leadership that will enable the school to develop further throughout periods of change.
- As a member of the Senior Leadership Team make a significant contribution to the strategic development and direction of the school.
- To assist the Principal in leading, motivating and enabling staff to provide the highest standard of education for all pupils.
- To provide assessment analysis from relevant sources to make a significant contribution to school self-evaluation and school improvement
- Work to support the aims and ethos of the school and hold the highest professional standards themselves

### **Generic Responsibilities of the EYFS Leader**

- To carry out the duties of a Class Teacher as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS team.
- To provide regular communication with parents about what is happening across the Early Years setting.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across the EYFS and be committed to a fully inclusive school.
- To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To address any areas of underachievement and inconsistencies within the EYFS.
- To use relevant assessment information to set targets for improvement across the EYFS.
- To enthuse, lead, develop and enhance the teaching practices of others across the EYFS, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of the EYFS, within the context of the school's aims and policies.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.

- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To keep up to date records of any meetings/actions/outcomes from the meetings, a copy of which must be given to the Principal within 3 days of the meeting/action/outcome.
- To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
- Both deliver and undertake professional development within and outside of Ashton West End Primary.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
- To safeguard every pupil's health, safety and well being in line with school policies.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within EYFS.
- To liaise with the SENDCO and Assistant Principals to contribute to the planning and organising of the work of the TA's in EYFS, in order to have a positive impact on pupil progress.
- To keep up to date with current trends and research and to debate as appropriate.
- To improve the quality of teaching and learning across the EYFS.
- To review planning and teaching methods in order to meet the needs of individual pupils, including SEND, Gifted and Talented, Cared For Children and children with English as an Additional Language.
- To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/parents as appropriate.
- To evaluate assessment data in EYFS and discuss outcomes with the Key Stage One Leader, Assessment Leader and Assistant Principals.
- To carry out work scrutiny to ensure high standards and continuity across the EYFS.
- To liaise with other Year Group Leaders to ensure progression and continuity across the school and ensure that the EYFS is seen as an integral part of the whole school community.
- To support, guide and advise staff in all aspects of their work.
- To work with EYFS Leaders from other schools to ensure consistency of practice and to keep up with developments within EYFS.

### **Other Activities**

- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Principal.
- To lead parents meetings/workshops, in consultation with the Principal.
- To organise special assemblies, performances, school trips and other events.
- To carry out any other duties reasonably requested by the Principal or Assistant Principals. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Principal.

This job description does not form part of the contract of employment. It describes the way in which the EYFS Leader is expected and required to perform and complete the particular duties as set out above.