**Pittington Primary School**

**Job Description for EYFS Lead (TLR2a)**

**Post Title:** EYFS Lead

**Salary Scale:** TLR2a

**Responsible to:** Headteacher

**Responsibility:** To assist the Headteacher to ensure all EYFS pupils achieve their potential through effective teaching and provision

**Teaching and learning**

1. To set high expectations and a model of good practice in what constitutes quality in EYFS educational provision, the characteristics of effective Early Years settings, and strategies for raising young pupils’ achievement.
2. To be responsible for the education and welfare of a designated class of children within the EYFS in accordance with the latest School Teachers’ Pay and Conditions Document.
3. To promote pupils’ spiritual, moral, social and cultural development and good behaviour through effective management and leadership.
4. Work as part of the the Leadership Team to ensure the implementation of a climate and code of conduct which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline throughout the school.
5. To work as part the Leadership Team to monitor and evaluate the quality of teaching and standards of learning and achievement of pupils in EYFS

**Recording and assessment**

1. To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary.
2. To contribute to the EYFS part of the School Evaluation Form.
3. Work with other lead professionals to ensure the use of comparative data, together with information technology about pupils’ prior attainment, to establish benchmarks and set targets for improvement.
4. To plan and prepare lessons following school guidelines, policy statements and programmes of study
5. To have a shared responsibility for the creating an exciting and stimulating environment throughout the school where all children’s achievements are valued and celebrated

**Leadership and Management**

1. Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school;;
2. Support all staff in achieving the priorities and targets of the school and monitor the progress of those which relate to their role;
3. To participate fully as a member of the schools SLT
4. To be a Team Leader in the appraisal process
5. To lead an act of Collective Worship once a week
6. Maintain an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils in the Early Years.
7. Present a coherent and accurate account of pupil performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including governors, the LA, the local community, Ofsted and others, to enable them to play their part effectively.
8. Assist the Headteacher in leading and managing the creation and implementation of an EYFS strategic plan, with particular emphasis on improving the quality of teaching, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, and securing school improvement.
9. Have high expectations of all pupils and staff.
10. To support families with the induction and wellbeing of their child when they arrive in Early Years.
11. Ensure that parents are well-informed about their child’s attainment and progress.
12. To develop an effective partnership with parents and help them understand how they can support their child’s learning and personal development.
13. Develop effective relationships with the community, to extend the curriculum and to enhance teaching and learning.
14. Maximise the contribution of EYFS staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
15. Lead professional development of staff through example, creating strong team work.
16. Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.
17. Manage, monitor and review the range, quality and quantity of all available resources in order to improve pupils’ achievements, ensure efficiency and secure value for money.

**Standards and quality assurance**

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend and participate in open evenings and student performances.
4. Uphold the school’s behaviour code and uniform regulations.
5. Participate in staff training.
6. Attend team and staff meetings.
7. Develop links across all agencies and with neighbouring schools.

**Review**

This job profile will be the subject of review at least once in each academic year and any part of it may be amended as a result of sucj a review or at any time after consultation with the member of staff concerned.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Teacher)