**Job Description**

**EYFS Lead**

**TLR 2a**

**TITLE OF POST:** Nursery Class Teacher and EYFS Lead

**GRADE / PAY RANGE:** MPS / UPS + TLR 2a

**REPORTING TO:** Headteacher and Governors

**SUPERVISION:** Members of staff for whom the Headteacher delegates line management

responsibility

**Professional Duties**

* Together with members of the Leadership Team, to ensure that standards in EYFS rise over time for all pupils.
* To provide leadership for an EYFS focused on securing high quality teaching and learning together with raised levels of attainment and achievement.
* To lead, manage and develop EYFS
* As a leading teacher, actively promote effective teaching and learning practices across EYFS
* Analyse data and set clear and ambitious targets for school improvement, together with the Leadership Team.
* Liaise with appropriate link governors to analyse school performance data for previous and current pupils.

The duties outlined in this job description are in addition to carrying out the professional duties of a

class teacher, as set out in the current School Teachers’ Pay and Conditions document and class

teacher Job Description and standards. These may be modified by the Headteacher, with

agreement, on an annual basis, to reflect changes in the job commensurate with the salary and job title.

**Leadership and Development**

* To lead and manage transition between children starting nursery and starting reception.
* Inspire, motivate and provide purposeful leadership within the school
* Be an active member of the Leadership Team
* To have regard for the outcomes of Pupil Premium children in EYFS.
* Be up to date on current research and initiatives in EYFS, and disseminate to staff through relevant professional development and INSET
* Ensure the curriculum is in line with the current Early Years Framework
* Take a leading role in developing and maintaining a positive and inspirational learning climate in EYFS for pupils and staff
* To develop creative approaches to teaching and learning within EYFS
* Support the self-evaluation of the school’s effectiveness and the development of priorities for

Improvement.

* Develop, implement, monitor and maintain policies and practices which reflect the school’s

commitment to high achievement and which are consistent with national and school strategies

and policies

* Evaluate and develop systems for assessment, recording and reporting pupils’ achievement and progress within EYFS.
* Make effective use of staff expertise and assist in the development of staff
* To assist in maintaining and developing a high quality school environment and profile

**Teaching and Learning**

* Be a professional role model, clearly and consistently demonstrating quality first teaching,

classroom organisation and provision, and high standards of achievement and behaviour

* Model highly effective teaching, learning and building of effective relationships
* Liaise with the SENCO and Headteacher in order to raise learning potential for children with

SEN and those identified through the Pupil Premium Funding

* Lead on the assessment of pupils in EYFS and ensure that assessment informs provision planning
* Ensure EYFS has a high profile within the school, fostering a collaborative ethos and high levels of dialogue of the subject
* Respond to and support the implementation of national and LA initiatives, ensuring staff are fully informed and up to date on changes
* Ensure all resources for EYFS are focused on maximum levels of achievement for all
* Undertake teaching and learning observations, evaluations and provide feedback in conjunction with school policy
* Work with colleagues to implement coaching and mentoring systems to ensure the support and

development of all staff working within the school.

* Promote a creative and collaborative working environment

**Staff and Others Development**

* Lead and participate in staff training and development opportunities in EYFS as appropriate
* Act as a mentor or advisor to colleagues and encourage collaboration, cooperation & teamwork
* Ensure support staff receive effective training and the level of support to enable them to carry out their roles effectively
* Lead, coach and mentor teachers and support staff in teaching and learning within EYFS.

**Administrative Responsibility**

* Ensure appropriate communication and support is given to parents on their children starting school.
* Manage, monitor and account for the EYFS budget
* Ensure the effective monitoring, organisation and use of EYFS resources

**Equal Opportunities and Safeguarding**

* Show a commitment towards school policies in equal opportunities and safeguarding, have a full understanding of these policies and embrace all aspects of school in relation to these areas

**Accountability**

* To attend Governing Body meetings as required, providing information, objective advice and

support to the Governing Body to enable it to meet its responsibilities

* To present reports and presentations to the Governing Body
* To ensure parents and pupils are well informed about all aspects of school life
* Be accountable for, and hold others to account, for standards in EYFS.

**General**

* To carry out such other duties, at the request of the Headteacher, as may be required

commensurate with the scope and grade of the post

**Time**

* The post holder will receive agreed release time from their classroom duties to carry out their

role as EYFS Lead. This is in addition to the PPA time already allocated.

This job description may be amended at any time following discussion between the Headteacher

and member of staff.