Job Description and Person Specification

Job title: Early Years Lead

Grade: MPS - UPS (FTE) with TLR2a

Job Location: Seaburn Dene Primary School

Directorate: Education

Responsible to: The Governing Body through the Headteacher

Purpose of Job: As the EYFS Lead, you will drive the development and delivery of a rich and engaging Early Years curriculum that nurtures curiosity, fosters a love for learning, and inspires children to actively explore and understand the world around them. You will champion best practices in early childhood education, ensuring all children experience a stimulating environment where they can thrive socially, emotionally, and academically. By leading and supporting your team, you will create opportunities for active learning, hands-on exploration, and meaningful play, ensuring every child develops a strong foundation for their future education.

Your leadership will promote inclusivity and high standards, supporting both staff and families to ensure every child is celebrated as a unique individual and reaches their full potential.

Principal Responsibilities

Teaching and Learning

- Develop and implement an inspiring EYFS curriculum that aligns with the Early Years Foundation Stage framework and reflects the needs and interests of the children.
- Ensure high-quality teaching and learning that promotes active exploration, creativity, and curiosity in all areas of learning and development.

- Monitor and assess children's progress, ensuring accurate and informative assessments are conducted and used to plan next steps effectively.
- Create an inclusive environment that meets the needs of all learners, including those with SEND, EAL, or other specific requirements.
- Model exemplary teaching practices, inspiring colleagues to deliver outstanding provision for all children.
- Foster strong relationships with families to encourage their engagement in their children's learning and development.

Leading and Managing

- Lead and inspire the EYFS team, fostering a collaborative and reflective approach to improving practice.
- Provide mentoring, coaching, and support to staff to ensure consistency and high standards in teaching and learning.
- Oversee the planning, resourcing, and organisation of the EYFS environment to ensure it is vibrant, safe, and conducive to learning.
- Monitor and evaluate the quality of EYFS provision, using data and evidence to inform improvements and strategies for development.
- Ensure compliance with statutory requirements, including safeguarding, health and safety, and the EYFS framework.
- Lead staff development and training opportunities to maintain up-to-date knowledge of early years pedagogy and practice.
- Work collaboratively with senior leaders to contribute to whole-school improvement initiatives and priorities.
- Build strong partnerships with parents, carers, and external agencies to support children's learning and development effectively.

Working Together

- Foster positive relationships and effective collaboration with staff across the school, ensuring a consistent approach to teaching and learning in the EYFS.
- Liaise regularly with senior leaders, subject coordinators, and key staff to align EYFS practice with whole-school priorities and initiatives.
- Build strong partnerships with parents and carers, keeping them informed about their child's progress and engaging them in their child's learning journey.

- Act as a key point of contact for external agencies and services, such as health professionals, speech and language therapists, and local authority advisers, to ensure effective support for all children.
- Encourage parental engagement through workshops, events, and regular communication, promoting a shared understanding of the EYFS curriculum and its impact on children's development.
- Work with the wider community to enrich the EYFS curriculum, such as involving local businesses, libraries, and other organizations to provide diverse learning opportunities.
- Support staff to establish a welcoming and inclusive culture within the EYFS that values the contributions of all families and celebrates diversity.
- Represent the EYFS team in school meetings and with external stakeholders, ensuring the voice of the Early Years is included in wider school decision-making.

Curriculum Responsibilities

- Design, implement, and evaluate an ambitious and engaging EYFS curriculum that meets the needs of all children, aligning with the Early Years Foundation Stage framework and the school's ethos.
- Ensure clear progression in all areas of learning from Early Years through Key Stage 1 and beyond, supporting seamless transitions for children as they move through the school.
- Collaborate with subject leaders to ensure the EYFS curriculum provides a strong foundation for the National Curriculum subjects.
- Monitor the delivery of the EYFS curriculum, ensuring high standards of teaching and learning across the team.
- Use assessment data effectively to evaluate children's progress and identify strengths, gaps, and priorities for improvement across the EYFS.
- Lead whole-school initiatives to ensure alignment and consistency between the EYFS, Key Stage 1, and Key Stage 2 curricula, fostering a coherent approach to teaching and learning.
- Contribute to whole-school monitoring and evaluation processes, including observations, book scrutinies, and data analysis, providing feedback to staff to drive improvement.
- Ensure the EYFS curriculum is inclusive and responsive to the needs of all learners, celebrating diversity and promoting equality.

- Lead the development and review of policies and practices related to the EYFS curriculum, ensuring compliance with statutory requirements and alignment with whole-school priorities.