



EYFS Lead Job Description

Title: EYFS Lead

Accountable to: Head Teacher of deployed school

Salary: Main / Upper pay scale

In addition to the requirements of a class teacher, areas of responsibility and key tasks include:

A. Strategic direction and development of EYFS - in co-operation with, and under the direction of, the head and deputy head teacher to:

- Support the vision, ethos and policies of the school and promote high levels of achievement in Early Years;
- Support the creation and implementation of the school development plan, especially as it relates to Early Years and to take responsibility for appropriately delegated aspects of it;
- Support all staff in achieving the priorities and targets of the school sets and monitor the progress of those which relate to Early Years;
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on Early Years;
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment in Early Years;

B. Teaching and learning - to:

- Be responsible for the teaching of an Early Years class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
- Be responsible for the pastoral care of pupils in a class and throughout the Early Years setting, promoting self discipline and good behaviour at all times, in accordance with school policies;
- Take responsibility for the development and monitoring of the curriculum provision

throughout Early Years, liaising appropriately with subject co-ordinators, class teachers and subsequent key stage or year group managers;

- Support the head and deputy head teacher in the monitoring of the quality of teaching and children's achievements across Early Years, including the analysis of performance data;
- Support the head and deputy head teachers in developing links with parents of children in Early Years and managing transition.

C. Leading and managing staff - to:

- Support the head teacher in developing positive working relationships with and between all pupils and staff in Early Years;
- Lead groups of staff in developmental activities and evaluate outcomes;
- Support the appraisal process as required and use the process to develop personal and professional effectiveness;
- Provide support to newly qualified teachers, supply teachers, teachers and support assistants in Early Years who may be new to the school.
- Ensure that the head teacher, L.M.T. and governors are well informed about policies, plans and priorities for Early Years, its success in meeting objectives and targets, and any future development needs.

D. Effective deployment of staff and resources - to:

- Support the head teacher in the deployment of staff in Early Years, and support those staff in their duties;
- Work with the head and deputy head teachers in establishing priorities for expenditure for Early Years, and in monitoring the effectiveness of spending and usage of resources.