



Early Years Leader Job Description

Fynamore Primary School

Employment details

Job title:	Early Years Leader
Reports to (job title):	Headteacher
Hours of work:	Full time with PPA/Leadership time
Level and scale point:	MPS + TLR

Main duties/responsibilities

General
Support the policies, ethos and vision of the school and actively promote high levels of achievement across all areas of the EYFS.
Contribute to the leadership and management of the school.
Formulate and promote the aims and objectives of the EYFS.
Seek and implement areas for school improvement, and the development of staff with regards to early years.
Evaluate the effectiveness of the provision in EY in close collaboration with the senior leadership team.
Share and model outstanding practice.

Teaching and Development
Lead the EY team in the planning and delivery of a creative and stimulating curriculum.
Ensure the curriculum supports a range of learning styles and develops children's independence.
Take responsibility for high quality teaching provision throughout the EYFS.
Show a passion for rich outdoor learning opportunities and promote this ethos across EYFS
Ensure curricular policy development is reflective of good practice, adheres to the EYFS statutory framework and is focused on continuous improvement.
Ensure all EY pupils are able to learn and achieve to the best of their various abilities.
Ensure appropriate systems are in place for assessment and these meet EYFS statutory framework.
Monitor the progress of all pupils by working closely with all members of the EYFS team, and report evaluated data to the headteacher.
Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.

Leadership and Management

Work with the senior leadership team to ensure the successful implementation of school policies and procedures

Establish and maintain positive working relationships with all members of staff

Provide support and guidance for members of the EY team to ensure high quality teaching and learning.

Lead all training and development activities and evaluate the outcomes.

Organise and manage the day-to-day running of early years teaching, including efficient use of teaching resources.

Plan and lead team meetings as appropriate.

Support the senior leadership team in the performance management of staff in the EY department.

Write the EYFS policy and ensure that it is up to date, reflecting current educational best practice in the early years in addition to statutory requirements.

Support and lead the induction process for new members of staff

Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment.

Manage own professional development by attending training opportunities such as in-service training.

Keep up-to-date with current thinking and progression in early years.

Communication

Develop and maintain effective relationships with parents, colleagues, the local governing body, the local community and other schools and pre-schools.

Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in early years

Ensure parents are well-informed about the curriculum as well as their child's progress and targets.

Provide necessary information to the local governing body to ensure it meets its responsibilities.

Communicate any local and national changes to members of EYFS staff.

Liaise with other colleagues to ensure a smooth transition for all pupils from EY to Key Stage 1

Additional Duties

Promote and safeguard the welfare of all pupils.

Ensure a high standard of care for pupils is consistently maintained.

Act as a role model for members of staff and pupils.

Person specification

Requirements	Essential	Desirable	For Shortlisting
Qualifications	<ul style="list-style-type: none"> Minimum qualification of a Teaching Certificate, Bachelor of Education degree plus PGCE 	<ul style="list-style-type: none"> Early Years specific training and certification Paediatric First Aid Trained 	
	<ul style="list-style-type: none"> A thorough understanding of the EYFS curriculum. In-depth knowledge and understanding of the national curriculum and EYFS framework An ability to take a lead role in innovative curricular development. Knowledge of the principles of good practice relating to staff supervision. An understanding of professional development opportunities for EYFS. A clear understanding of how to monitor staff performance and communicate this to a senior leadership team Understanding of child development and how this contributes to teaching strategies and learning styles. An ability to maintain consistently high standards and ensure quality of teaching. An understanding of curriculum and pedagogical issues in relation to EYFS. Creative and stimulating teaching strategies which engage and motivate pupils An ability to identify problem areas and suggest appropriate measures for improvement. 	<ul style="list-style-type: none"> Experience of working with different age groups Experience of using Seesaw or other online learning platforms 	

Requirements	Essential	Desirable	For Shortlisting
Experience and Knowledge continued	<ul style="list-style-type: none"> ▪ An ability to analyse, understand, interpret and respond to school performance data. ▪ Teaching experience relevant to the age range of the school ▪ Knowledge of the characteristics of effective teaching and learning ▪ An understanding of Assessment for learning ▪ An ability to build strong relationships when working with parents/carers ▪ Experience of successfully supporting children with additional needs / suspected additional needs 		
Specific skills and attributes	<ul style="list-style-type: none"> ▪ Demonstrate effective classroom practice and model outstanding teaching. ▪ Ensure a creative and welcoming classroom environment. ▪ Ensure appropriate planning that includes high expectations, clear targets for learning, and makes effective use of assessment ▪ Make warm and open relationships with adults and children ▪ Be committed to providing provision that is stimulating, creative and active to ensure high levels of pupil interest and motivation ▪ Work as an effective team member to ensure the delivery of high quality teaching and learning throughout the school ▪ Promote consistent positive behaviour and learning behaviours ▪ Communicate clearly and effectively, both orally and in writing ▪ Demonstrate high standards of personal organisation and time management ▪ Be positive, creative, personable and energetic ▪ Be committed to continuing professional development ▪ Eagerness and energy to develop a challenging new role ▪ Able to work within the policies of the School ▪ Good IT skills 	<ul style="list-style-type: none"> ▪ Easy approachable manner. ▪ Good and appropriate sense of humour. ▪ Willingness to offer an after school club. ▪ Willingness to support Friends of the School and Community events. 	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.