



JOB DESCRIPTION FOR EYFS LEADER

SCHOOL: St George's Catholic School

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions* document, including UPS criteria.
- To assist the Headteacher in the organisation, leadership and development of the EYFS.
- Display commitment to the ethos and success of the school.
- Understand the school's safeguarding procedures and actively promote pupils' wellbeing and safety.
- Carry out teaching duties as required.

Duties and responsibilities

Shaping the future

- Support the Headteacher and Governing Body in establishing a vision for the future of the EYFS.
- Play a leading role in ensuring that the quality of teaching and provision in EYFS is good or better.
- Contribute to the school's self evaluation and development process as directed by the Headteacher.
- Lead whole school policy change in EYFS by modelling and supporting colleagues with direct proven impact.

Leading teaching and learning

- Support and promote children's early education and development ensuring pupil progress.
- Plan a wide variety of activities and lessons for children according to their different stages of development.
- Assess and record pupil progress to inform lesson planning.
- Adapt teaching styles to suit all pupils and providing an inclusive learning environment.
- Be an excellent role model exemplifying a high standard of EYFS provision, for both indoor and outdoor learning environments, and promote high expectations for EYFS staff and pupils.
- Self-evaluate teaching to improve effectiveness.
- Work with the Headteacher to raise standards in EYFS, implementing robust systems for monitoring and evaluating outcomes in EYFS.
- Lead on the development and implementation of EYFS action plans.
- Lead development of an additional subject area across the school with proven impact.
- Assist the Headteacher in leading the school through strategic planning and the formulation of policy for EYFS.

Developing self and working with others

- Ensure the health, safety and welfare of pupils and staff in EYFS.
- Work closely with the Headteacher to ensure an up-to-date programme of continued professional development for all EYFS staff, to ensure improved outcomes.
- Active supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.

Leading and managing

- Review and develop EYFS provision in line with the school's systems, structures, policies and procedures.
- Overseen by the SLT, ensure that the school meets its statutory requirements for EYFS.
- Report on individual pupils' progress to the headteacher and parents, as required.
- Liaise with the appropriate curriculum lead and Nursery Manager to ensure teaching is delivered in line with school expectations and goals.
- Working with the SENCO to ensure SEND needs are appropriately identified and supported.
- Working with the DSL and safeguarding team to ensure safeguarding is prioritised and promoted.
- Manage the transition into the EYFS Class and from the EYFS into Year 1.

Securing accountability

- Through lesson observations and use of EYFS data, hold EYFS team to account for the quality of provision in EYFS.
- Use data to understand strengths and weaknesses of EYFS, including planning actions.
- Carry out any other reasonable tasks as deemed appropriate by the Headteacher.

Signed EYFS leader

Date