

JOB PROFILE

POST TITLE: EARLY YEARS LEADER

RESPONSIBLE TO: HEADTEACHER

PURPOSE: The Early Years Leader, under the direction of the headteacher, will take lead responsibility for the setting up of a new Early Years Unit. They will secure high-quality education, provide targeted support for children aged 2yrs, and their families, promoting wellbeing and development for all in alignment with the school's vision to provide an outstanding best start in the heart of the community.

GRADE MAIN SCALE/UPPER PAY RANGE + TLR2

HOURS 32.5 HOURS PER WEEK

CONTRACT TYPE FULL-TIME PERMANENT

Duties and responsibilities

Strategic direction

- Have a clear understanding of how the EYFS needs to be delivered to give our children the very best educational start and impact positively on pupil achievement
- Develop and implement structures and policies for the EYFS in line with our school's commitment to high-quality teaching and learning
- Act as first point of contact, ensure timely referrals and maintain records in line with Pastoral and Safeguarding policies
- Produce and lead an action plan to implement the new EYFS Unit provision
- Work with the special educational needs coordinator (SENCO) to ensure a fully inclusive curriculum that meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the EYFS
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate
- Use excellent phonics and early reading practice to ensure high standards of delivery within the EYFS
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Engage with families to promote and enable good attendance
- Build trust with families, and lead the Early Years team to provide guidance on early childhood development, parenting strategies and workshop/group sessions

- Consult pupils, parents and staff about Early Years education and provision and its effectiveness, and assess the feedback against the school's vision, values and aims
- Liaise with SCMAT and the local authority to forward plan and implement Early Years provision from 0yrs – 5yrs, to fully meet the needs of families within the community

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for Early Years education and wider family support provision
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
- Observe and assess children's development to identify needs early, implement individual learning plans, collaborate with families and internal/external agencies
- Oversee the planning of a curriculum that:
 - is diverse and inclusive
 - meets the needs of all pupils and the requirements of the EYFS framework
 - is well sequenced to promote pupil progress towards the early learning goals (ELGs)
 - is effectively and consistently implemented across the EYFS
- Ensure that an effective system of assessment meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

Ensure safeguarding is a priority for all staff, ensure compliance with policy and best practice in managing safeguarding with vulnerable families. Escalate concerns promptly.

Hold regular team meetings to keep staff informed of developments or changes within Early Years and family support provision

Use their own outstanding classroom practice to provide support to staff to ensure high quality teaching and learning, effective use of resources, and a highly motivational and engaging learning experience for all children within the EYFS

Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school

Evaluate the effectiveness of family support programs/interventions, be innovative and adapt to changing needs

Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS

Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards

Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

Create a safe, welcoming environment that is stimulating and inspires curiosity in pupils and families

Audit the indoor and outdoor learning spaces in the EYFS to evaluate and continually strengthen the quality of provision

Ensure high quality academic outcomes through well balanced and engaging evidence based best practice

Ensure high quality continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment

Audit, check and manage resources to ensure they are current and match pupil and curriculum needs

Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home if required

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EYFS leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

PERSON SPECIFICATION

POST: Early Years Leader

criteria	qualities
Qualifications and training	Degree Qualified teacher status
Experience	Successful experience of Early Years education leadership Teaching experience
Skills and knowledge	Expert knowledge of the EYFS statutory framework and handbook Ability to lead the development of a new EYFS Unit that will provide excellence in EYFS teaching and learning. Ability to communicate a vision and inspire others Ability to build highly effective working relationships with pupils, staff and other stakeholders Outstanding EYFS practitioner with the ability to model best practice for others and support others to improve Highly skilled teacher of phonics and early reading with a proven track record of improving results? Ability to adapt teaching to meet pupils' needs Awareness of local and national organisations that can support delivering the EYFS Knowledge of guidance and requirements around safeguarding children Good IT skills
Personal qualities	Commitment to getting the best outcomes for all pupils Uphold and promote the ethos and values of the school Ability to work under pressure and prioritise effectively Maintain confidentiality at all times Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.