

**Job Description for EYFS Lead (Temporary for 1 year in the first instance)
Start September 2023**

Purpose of the post

- To carry out the duties of a teacher as set out in the most recent School Teachers' Pay and Conditions Document.
- To teach children a high quality and appropriate curriculum which meets the requirements of the National Curriculum.
- To support the vision and aims of Springfield Community Primary School.
- To contribute to the wider aspects of school life, undertaking extra-curricular activities.
- To share in the corporate responsibility for the wellbeing, safeguarding and discipline of all the pupils.

Primary Responsibilities

- To meet the expected standard of a qualified teacher as outlined in the Professional Standards for teachers.
- To meet the standards of the School's Teaching and Learning Policy.

Duties and responsibilities

Strategic direction

- Develop and implement policies for the EYFS in line with our school's commitment to high-quality teaching and learning.
- Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement.
- Use this understanding to feed into the school development plan and produce an action plan for the EYFS.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values.
- Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school's vision, values and aims.
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum 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.
- Liaise with the LA on EYFS-related projects and activities.
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate.

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for EYFS.
- Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate.
- 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.
- Make sure there is an effective system of assessment that 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

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes.
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS.

- Monitor teaching and learning to assess how well the EYFS is being implemented and how well it is delivered across the school.
- 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.
- Coach and model team teaching within the unit.
- Support adults 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 within the unit.

Efficient and effective deployment of resources

- Provide support with textbooks and library books in the EYFS.
- Create a safe, welcoming environment and take care of the classroom accommodation.
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment.
- Ensure resources used are diverse, inclusive and accessible.
- Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils.
- Support 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 up to date and match pupil and curriculum needs.
- Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home.

Other Duties

- To contribute to documents relating to procedures within school and to review such procedures with other teachers.
- To liaise with the official agencies concerned with the welfare of children and to inform the named person of any children in need of protection because of abuse or neglect.
- To undertake an equal share of playground duties and rota duties for school activities and be willing to take part in extra-curricular activities.
- To attend and participate in staff meetings and INSET as requested by the head teacher.
- To attend and participate in planning meetings with colleagues as required.
- To undertake any other task the head teacher may require which can be deemed reasonable for the efficient running of the school.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.