

# St Stephen's RC Primary School

EYFS Leader

Job description and person specification

## Main duties/responsibilities

General
Support the policies, ethos and vision of the school and actively promote high levels of achievement in the early years stage.
Contribute to the leadership management of the school.
Formulate and promote the aims and objectives of the early years stage.
Seek and implement areas for school improvement and the development of staff with regards to early years.
Evaluate the effectiveness of the provision in early years in close collaboration with the senior leadership team.
Teaching and development
Lead the early years team in the planning and delivery of a creative and stimulating curriculum.
Ensure curricular policy development is focused on continuous improvement.
Ensure all early years pupils are able to learn and achieve to the best of their various abilities.
Ensure the requirements for the early years stage, including the arrangement of assessment, are met.
Monitor and report on the progress of pupils
Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
Share and model outstanding practice.
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 early years team.
Lead appropriate 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 weekly early years meetings and ensure effective communication with staff.
Support the senior leadership team in the performance management of staff in the early years department.
Assist the senior leadership team in the review and evaluation of early years policies and procedures.
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 and the local community.
Develop and maintain links with the LA advisory support services as well as diocesan authorities.
Ensure parents are well-informed about the curriculum as well as their child's progress and targets.
Liaise with other colleagues to ensure a smooth transition for all pupils from early years 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.

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## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS).</li> <li>• Early Years Foundation Stage (EYFS) assessment, observation, planning and training.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training.</li> </ul>
<b>Experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• At least three years of classroom leadership and management experience, in an EYFS environment.</li> <li>• Demonstrable experience of monitoring and evaluating teaching.</li> <li>• Experience monitoring and recording pupils' academic development.</li> <li>• Experience working alongside a senior leadership team to develop the quality of teaching and learning within a school.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• In-depth knowledge and understanding of the national curriculum and EYFS.</li> <li>• An ability to take a lead role in innovative curricular development.</li> <li>• An understanding of curriculum and pedagogical issues in relation to EYFS.</li> <li>• Creative and stimulating teaching strategies which engage and motivate pupils.</li> <li>• An ability to analyse, understand, interpret and respond to school performance data.</li> <li>• A clear understanding of how to monitor staff performance and communicate this to a senior leadership team.</li> <li>• A clear understanding of child development and how this contributes to teaching strategies and learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the principles of good practice relating to staff supervision.</li> </ul>
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal.</li> <li>• Demonstrable leadership qualities e.g. assertiveness, confidence, etc.</li> <li>• An ability to establish and maintain professional working relationships.</li> <li>• An ability to manage change and stress as a member of the senior leadership team.</li> <li>• A high level of accuracy and attention to detail.</li> <li>• Excellent time management skills and organisation.</li> <li>• An ability to model good practice and engage in self-reflection.</li> <li>• An ability to think strategically and manage problems.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Flexible, reliable, enthusiastic and patient.</li> <li>• Able to take control, lead and manage situations.</li> <li>• Consistent in modelling good practice and behaviour.</li> </ul>	

**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.