

Colegate Primary School

Job Description

Post Title: Early Years Foundation Stage Leader

Payscale: Main / Upper Pay Spine with TLR 2b

Responsible to: The Head Teacher

Responsible for: The learning and development of the children in Early Years and Foundation Stage.

Job Purpose: To further the aims of the school and support the Head Teacher in ensuring the vision of the school is communicated, clarified and made tangible to everyone.
To lead and develop teaching and learning in the EYFS.

Main responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- 1 To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the EYFS.

Generic Responsibilities

- 2 Establish a well organised, stimulating, purposeful, safe and secure learning environment and manage behaviour constructively by establishing and maintaining a clear and positive framework and a supportive culture in line with the school behaviour policy.
- 3 Contribute to the monitoring and development of the progress of Nursery and Reception children to ensure suitable opportunities are provided for learner aspirations to be met.
- 4 Plan effectively in the short, medium- and long-term to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare to develop home/school links.
- 5 Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of children are met and excellence and enjoyment is achieved.
- 6 Assess, record and report on the development and progress of children and analyse relevant data to promote the highest possible aspirations for children.

Provide timely, accurate and constructively feedback on children's attainment, progress and areas of development.

- 7 Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experiences.
- 8 Communicate effectively and work collaboratively within and beyond the early years team, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of children.
- 9 Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- 10 Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well being of children and young people. Take appropriate action where required.
- 11 To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework .
- 12 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Specific Responsibilities

- 13 To lead the teaching and learning in the EYFS.
- 14 Create an imaginative child-centred curriculum and learning environment based upon active learning.
- 15 Ensure the curriculum supports a range of learning styles and develops children as active and independent learners.
- 16 Secure high quality outdoor learning across EYFS
- 17 Organise and manage the day-to-day running of early years teaching, including efficient use of teaching resources.

In addition, Upper Pay Spine teachers are expected to:

- 1 make a substantial and sustained contribution to the school.
- 2 make significant contributions to implementing workplace policies and practice and to promote their implementation.
- 3 Give advice on the development and well being of children and young people, if required,
- 4 Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.