



**Job Description**

<b>Job Title</b>	<b>Early Years Foundation Stage Lead</b>
<b>Employer</b>	<b>Griffin School's Trust</b>
<b>Responsible to</b>	<b>Headteacher</b>
<b>Salary Scale</b>	<b>MPS/UPS +TLR for suitable candidate</b>
<b>Hours</b>	<b>Full time, permanent</b>

**A teacher shall carry out the duties of a school teacher as set out in the School Teacher's Pay and Conditions of Employment Document**

- A teacher shall carry out the professional duties of a teacher as circumstances may require
- Under STPCD 2006 all teachers (other than Headteachers) are responsible for advising and cooperating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Take any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinate or manage the work of other staff. (Subject leaders are expected to work with other teachers but not to be responsible/accountable for the work of others)
- A person employed as a teacher in a school shall perform, in accordance with any directions which may reasonably be given to him by the Headteacher from time to time, such duties as may be reasonably assigned to him/her

**Job Purpose**

**The EYFS Leader will:**

- Lead a team of teachers in the Foundation Stage and support staff to achieve high quality learning and teaching, effective use of resources and the highest standards of learning and achievement for all pupils
- Promote the well-being of staff and pupils in the school
- Teach pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- Ensure that the current national conditions for school teachers are met and maintained

**Key Tasks**

**The EYFS Leader will:**

- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher, Children's Centre, staff and governing body
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating inside and outside learning environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into all levels of planning
- Co-ordinate the reports to parents on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy, including referring issues to parents, Headteacher and senior staff where appropriate

- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Lead, organise and direct support staff within the learning environment
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers and support staff

All the above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher, following consultation with the postholder.

#### **The EYFS Leader will:**

- Monitor and develop continuing professional development for the EYFS in conjunction with the School's Development Plan
- Lead and co-ordinate the development of a cohesive and effective long term Development Plan for the EYFS
- Ensure that planning meets all EYFS curriculum requirements
- Review, monitor and develop policies for EYFS
- Support, motivate and advise staff
- Lead by example by good EYFS practice
- Support other staff with the effective management of behaviour within the EYFS
- Disseminate information to staff and support inset to promote staff development and improve practice
- Maintain an up to date knowledge of local and national initiatives by attending relevant courses
- Review and co-ordinate usage of resources within the EYFS, liaising with the School's Business Manager
- Co-ordinate the early identification of SEN and Speech & Language needs in conjunction with the SENCO
- Maintain assessments, planning, recording and reporting as used by the school and required by legislation

#### **Person Specification**

- Has DfE recognised qualified teacher status
- Has training for/experience of teaching in the Primary sector
- Demonstrates understanding of the principles of Primary Education
- Demonstrates clear and effective strategies for positive Behaviour Management and Discipline
- Demonstrates commitment to partnership with parents and strategies to foster this
- Has a commitment to their continued professional development
- Is able to cope with change and working with different age ranges in EYFS
- Has a flexible approach to all aspects of school life
- Has a calm, organised approach to planning and establishing a secure learning environment for children
- Has knowledge and understanding of how to develop strategies appropriate to the needs and abilities of the pupils in order to raise their levels of achievement
- Possesses excellent interpersonal skills and is able to lead and motivate others
- Has an empathy with children and a commitment to understanding and meeting the needs of all children
- Be prepared to undertake further qualifications

**This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Working time:**

- A teacher employed full time shall be available for work for 195 days in any school year as specified or directed by the Headteacher. 190 of those days a teacher is required to teach pupils in addition to carrying out other duties.
- 1265 hours directed time each year to include staff meetings and morning briefings

**Guaranteed planning and preparation time:**

- A teacher shall be allowed as part of the 1265 hours reasonable periods of time (PPA)
- PPA time shall amount to not less than 10% of the teacher's timetabled teaching time
- PPA time shall be provided in units of not less than half an hour
- Teachers employed on a part time contact shall be allowed a proportion of time for PPA that equates to the proportion of the school week that the teacher is normally employed