



## **PRINCE OF WALES PRIMARY SCHOOL**

### **Job Description**

**Job Title:** Early Years Lead with teaching responsibilities and dedicated leadership time

### **Main Purpose of the role**

- To provide vision, leadership, direction and management to ensure sustained development of the Early Years Foundation Stage (Nursery and Reception) and to ensure high outcomes for children
- To share in and support the leadership of the school as a member of the Leadership Team
- To work with Senior leaders to develop the policies and practice of continuous school improvement and staff development in relation to the Early Years Foundation Stage

### **Main Responsibilities:**

1. To be accountable for the delivery of high quality inclusive early education, which is responsive to the needs of children and their families.
2. To lead an EYFS team. This includes, but is not limited to:
  - Maintain high expectation of our children and support them to reach their full potential
  - Oversee day to day systems and routines
  - 1<sup>st</sup> point of contact for staff
  - Liaise with parents re. queries and concerns
  - Support effect transition into Nursery or Reception and on to KS1
  - Ensure consistent, high-quality planning
  - Monitor long and medium-term planning
  - Ensure learning environments are stimulating and meet school expectations
  - Lead training for staff
  - Support and train staff in quality interactions
  - Lead/support regular Supervision
  - Support staff appraisal process with Senior Leaders
  - Work with Senior Leadership Team to ensure whole school priorities are embedded

- Report to Governors
- Understand and be accountable for EYFS data and assessment, monitoring and analysing results regularly
- Plan and lead – as necessary – interventions
- Oversee completion of baseline and assessments.
- Work alongside Senior Leadership Team to plan for, welcome and support new admissions, including meeting with parents and arrangements for Stay and Play.
- Ensure a full, rich, diverse curriculum takes place.
- Conduct termly observations of practice and report findings to the Senior Leadership Team.
- To influence and shape the policies and practices of the setting and share in collective responsibility for their implementation.
- To ensure that the service delivery is maintained within current legislative requirements including the Safeguarding and Welfare Requirements, Health and Safety and Safeguarding and the Learning and Development Requirements.

### 3. To lead practice within the classroom.

This includes, but is not limited to:

- establishing and sustaining a safe, welcoming and stimulating environment through the provision of appropriate resources
- planning a balance of continuous provision and adult-led experiences,
- promoting the development of children's prime areas of learning so they provide the right foundations for the development of the specific areas of learning
- organising learning materials and resources by using them creatively
- developing children's curiosity, interests and knowledge
- meeting the full expectations of the Teaching Standards

### 4. **Additionally:**

To undertake such tasks as may be reasonably required by the Headteacher for the benefit to the school, subject to consultation