

Job Description
Early Years Foundation Stage Phase Leader

School:	Wayfield Primary School	Location: Chatham
Job title:	EYFS Phase Leader	Salary range: MPS /UPS2 + TLR 2

Main Purpose

The EYFS Phase Leader will:

- Lead the EYFS setting with passion, drive and determination, setting high standards of all pupils and staff they work with.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

Duties and Responsibilities

In addition to those classroom responsibilities that are common to all classroom teachers in the school, the EYFS Phase leader's overriding responsibility will focus on raising the standards of learning and teaching in the Early Years Foundation Stage. The leader will be a member of the school's raising standards team and support in the decision making and effective running of the school.

They must be an excellent classroom practitioner with experience of working in the Early Years Foundation Stage and preferably also have experience teaching in Key Stage One.

Specific Responsibilities

Key objectives will be to exercise his/her professional skills and judgment to:

- Lead, manage and develop the curriculum delivered to all pupils in the Early Years Foundation Stage.
- Lead, develop and enhance practice of all colleagues working with pupils in the Early Years Foundation Stage.

Achievement of these key objectives will involve professional responsibility for the work of all Foundation Stage staff as well as parents and others working in a voluntary capacity.

The EYFS Phase Leader will undertake the following additional responsibilities:

- Using data effectively to make informed choices about the Early Years Foundation Stage curriculum.
- Liaising with KS1 team to ensure curricular continuity and progression.
- Liaison with external agencies whose work relates to Early Years Foundation Stage.
- Monitoring the quality of teaching and learning, resourcing and administration.

- Interacting on a professional level with colleagues, establishing and maintaining good working relationships to promote development and effective delivery of the Early Years Foundation Stage curriculum and maximise children's achievement.
- Working alongside the Assessment Leader to record and evaluate children's progress in the Early Years Foundation Stage as well as monitoring individual children's progress and planning for their future needs.
- Providing parents/carers with information about Early years Foundation Stage in order to maximise involvement in the classroom and the learning process.
- Organising meetings and playing a key role in organising INSET for staff.
- Assisting in the development and implementation of school policies and management systems, including the School Improvement Plan.
- Maintaining, developing and monitoring the use of resources and advising the Headteacher and governing body on the resourcing needs for the Early Years Foundation Stage.
- Undertaking other duties which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

The EYFS Phase Leader will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the EYFS Phase Leader will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.