‘From Ducklings to Swans:

Soaring to Success.’



**Sholden Church of England Primary School**

Job description:

Early Years Foundation Stage (EYFS) Class Teacher/Lead

Sholden C of E Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job details

**Salary:** Main Pay Scale

**Hours:** Full Time

**Contract type:** Full Time / Permanent

**Reporting to:** Headteacher

**Responsible for**: EYFS + Subject Leadership

# Main purpose

In addition to:

* Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers’ Pay and Conditions document](https://www.gov.uk/government/publications/school-teachers-pay-and-conditions)
* Meeting the expectations set out in the [Teachers’ Standards](https://www.gov.uk/government/publications/teachers-standards)
* The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS to secure:
* High-quality teaching
* Effective use of resources
* Improved standards of learning and achievement for all
* Lead the teaching of phonics
* Additional Responsibility of subject leadership

# Duties and responsibilities

Strategic direction

* Develop and implement policies for the EYFS in line with our school’s commitment to high-quality teaching and learning
* Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
* Use this understanding to feed into the school development plan and produce an action plan for the EYFS
* Promote pupils’ spiritual, moral, social, cultural, physical and mental development alongside British values
* Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school’s vision, values and aims
* Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
* Work with subject leaders to understand how their subject is developed at the EYFS
* Liaise with the DEALT multi-academy trust (MAT) on EYFS-related projects and activities
* Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate

Leading the curriculum

* Develop and review regularly the vision, aims and purpose for EYFS
* Monitor changes to EYFS teaching, learning and school improvement, and share with staff as appropriate
* Oversee the planning of a curriculum that:
  + Is diverse and inclusive
  + Meets the needs of all pupils and the requirements of the EYFS framework
  + Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
  + Is effectively and consistently implemented across the EYFS
* Make sure there is an effective system of assessment that meets the requirements of the EYFS framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
* Have an overarching responsibility for pupils’ achievement and standards in the EYFS

Efficient and effective deployment of resources

* Provide support with ebooks and library books in the EYFS
* Create a safe, welcoming environment and take care of the classroom accommodation
* Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment
* Ensure resources used are diverse, inclusive and accessible
* Provide support with classroom displays for the EYFS across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
* Support continuous provision in the EYFS, which allows pupils to play independently and gives them a sense of ownership over their environment
* Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
* Manage the EYFS budget effectively to ensure it is spent on resources that add value and enhance the learning experience
* Prepare appropriate resources for remote learning to ensure the EYFS can be delivered at home

# Other areas of responsibility

* + Contribute effectively to the Senior Leadership Team as required regarding your subject leadership.
* Taking the lead in CPD and Staff INSET regarding your subject Leadership- ensuring a clear understanding of the strengths and weaknesses within the subject and the school.
* Contribute to the SEF and SIP regarding your subject Leadership.
* Establish a Policy, Action Plan and Knowledge and Skills Progression Overview for your Subject
* Leading and managing staff and resources in your subject area.
* Monitoring attainment and progress in your subject area leading to improvements in subject provision and pupil progress/learning.
* Audit and monitor resources for your subject area.
  + Providing an exceptional role model for pupils and other staff, through their personal and professional conduct.
  + Influencing and developing whole school policy and procedure in your subject area.
* Supporting and contributing to the school’s system for the review and evaluation of teaching and learning in your subject area.
  + Take responsibility for the collation, interpretation and exploration of relevant data across the school.
  + To report to Governors regarding the outcomes of plans put in place.
  + Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate
  + Attend Summer Fair, Christmas Fair, Christmas Carol Concert

Please note, 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 leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person specification

|  |  |
| --- | --- |
| criteria | qualities |
| **Qualifications  and training** | * Degree * Qualified teacher status |
| **Experience** | * Successful experience of EYFS leadership * Teaching experience in EYFS * Experience of teaching phonics * Experience of Reception Baseline |
| **Skills and knowledge** | * Expert knowledge of the EYFS statutory framework and handbook * Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve * Awareness of local and national organisations that can support delivering the EYFS * Ability to build effective working relationships with staff and other stakeholders * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Good IT skills * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others |
| **Personal qualities** | * Commitment to getting the best outcomes for all pupils * Uphold and promote the ethos and values of the school * Ability to work under pressure and prioritise effectively * Maintain confidentiality at all times * Commitment to safeguarding, equality, diversity and inclusion |

# Notes:

This job description may be amended at any time in consultation with the postholder.

If you don’t have all of the experience listed above but are interested in applying, contact the Headteacher

Last review date: March 2023

Next review date: March 2024

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

