



Job Description

Employees of the Skills for Life Trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Foundation Stage Lead

Reporting to: Headteacher

Main Responsibilities

- To plan, prepare and teach Statutory Framework for the EYFS, ensuring teaching of the highest standard.
- To create a stimulating, organised, interactive and informative learning environment that encourages each child to achieve their potential.
- To engage in enquiry-based learning as part of the school's approach to strategic improvement to maintain and develop a teaching and learning environment of the highest standard.
- To work co-operatively as part of a year team, including planning work for support staff.
- To monitor and assess pupils' work, using these assessments to inform planning and set targets that promote continuity and progression.
- To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all.
- To work in partnership with parents and other members of staff to promote the wellbeing and educational progress of each pupil.
- To follow school policies under the direction of the head teacher and deputy head teacher.
- To maintain good order and discipline within the class, in line with the Academy's Behaviour Policy.
- To actively take part in professional development, sharing expertise and experiences as required.

- To actively extend own professional learning via collaborative study, attendance at INSET and reading to keep abreast of new developments.
- Work alongside other members of staff to review and innovate the curriculum.
- To follow guidance and support from members of the leadership team in relation to utilising opportunities for further career development.

Additional responsibility for leading the Foundation Stage

- Working with colleagues across the Trust to develop best practice.
- Work alongside Headteacher & SLT colleagues to develop a clear ethos, approach and strategic direction within our EYFS.
- Contribute and lead on specific areas of our School Improvement Plan.
- Implement and develop key initiatives within Early Years where necessary.
- Analyse and interpret relevant school, local and national information relating to EYFS pupils and advise the Head teacher on the level of resources required and practice to maximise achievement.
- Develop partnerships with a range of settings to identify, share and develop best practice.
- Provide an excellent role model for staff and pupils, through classroom practice that sets a standard of expectation for colleagues.
- Lead EYFS staff in planning, teaching, feedback and evaluation of practice to raise standards.
- Ensure that planning, assessment, target setting, recording and reporting systems for EYFS are implemented and updated in line with school expectations.
- Monitoring standards within the phase through range of activities and analysing data from school tracking systems to identify any required support including working with senior colleagues to set targets for continuous improvement.
- Ensure that transitions into and out of EYFS are the best that they can be

The Trust is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust's Code of Conduct.

This job description is not exhaustive and subject to review by the Headteacher/Trust Manager in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed Date
On behalf of The Skills for Life Trust

Signed..... Date.....
Employee