



Job Description

Phase Group Leader - Early Years Foundation Stage

Grade: TLR 2C

Main purpose

In addition to fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#) and meeting the expectations set out in the [Teachers' Standards](#), the EYFS Leader, under the direction of the Executive Headteacher/Head of School, will take lead responsibility of the EYFS to secure: high-quality teaching, effective use of resources and improved standards of learning and achievement for all.

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
- Liaise closely with the SENDCo and the EMA teacher to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities and EAL pupils.
- Work with subject leaders to understand how their subject is developed at the EYFS
- Liaise with the Local Authority as necessary on EYFS-related projects and activities
- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate
- Embed the school's vision in all areas of the role and support others to do so

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
- Ensure that planning and organisation of educational visits follow school procedures.
- 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
- Ensure that Health and Safety procedures are being carried out and report any problems to an Assistant Head Teacher or the Head of School
- Have an overarching responsibility for pupils' achievement and standards in the EYFS

Leading and managing staff

- Hold regular team meetings on the EYFS to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the EYFS is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the EYFS
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

- Provide support with engaging and exciting resources in the EYFS
- Create a safe, welcoming environment and take care of the classroom environment
- 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
- Develop effective relationships with parents

This job description 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.

Name _____

Signed _____

Date _____



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status • Evidence of professional development relevant to this role
Experience	<ul style="list-style-type: none"> • Successful experience of leadership of a subject/phase • Teaching within the EYFS, including evidence of outstanding teaching
Skills and knowledge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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