



Highweek Community Primary & Nursery School

Job Description for Early Years Leader

The EYFS leader will work in partnership with the Leadership Team to ensure academic excellence and opportunity for all, within and inclusive and relational context. The EYFS lead has overall responsibility for EYFS (ages 2 to 5)

The main responsibilities for this post are:

- To work with the SLT to ensure excellent progress for all pupils particularly in EYFS
- To support, develop and coach teaching and learning across EYFS
- To lead and co-ordinate assessment across EYFS, maximizing pupil and parental engagement
- To support day to day leadership in school
- To represent and champion the school within the local community

The EYFS leader will also have key accountabilities for:

Knowledge and Understanding of

- What constitutes quality in EYFS educational provision, the characteristics of effective Early Years settings, and strategies for raising young pupils' achievement.
- Of developmental milestones, cognitive, physical, and emotional growth stages in early childhood, ages 2-5
- a relational approach to behaviour

Strategic Leadership

- Help develop a highly effective school with a "can do" culture
- Lead by example, provide inspiration and motivation. Embody for the pupils, staff, governors and parents the vision, purpose and leadership of Highweek Primary School.
- Maintain an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils in the Early Years.
- Present a coherent and accurate account of pupil performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences,

including governors, the LA, the local community, Ofsted and others, to enable them to play their part effectively.

- Stay up-to-date with best practices in early childhood education, including attending workshops, courses, or training and undertaking personal research.
- Manage the financial aspects of the setting, including allocating resources, purchasing equipment, and ensuring sustainability.

Planning and setting expectations

- Lead and manage the creation and implementation of an EYFS strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, and securing school improvement.
- Identify and implement creative solutions to engage children in learning and development.
- Have high expectations of all pupils and staff. Work in partnership with the Leadership Team to ensure the implementation of a climate and code of conduct which promote and secure good teaching, effective learning, high standards of achievement, within an inclusive and relational context.
- Manage stress, remain calm under pressure, and handle unexpected challenges with a positive attitude.

Teaching and planning pupil learning

- Work in partnership with the Leadership Team to monitor and evaluate the quality of teaching and learning and achievement of pupils in EYFS, including those from disadvantaged groups, in order to set and meet challenging, realistic targets for improvement.
- Support the work of the Headteacher on developing whole school curriculum innovation so that pupils' learning will help prepare them for adult life in the 21st Century.

Assessment and evaluation in EYFS

- To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- To contribute to the School Evaluation Form.
- Work with other lead professionals to ensure the use of comparative data, together with information technology about pupils' prior attainment, to establish benchmarks and set targets for improvement.

Relationships with parents and the wider community

- Support families with the induction and well being of their child when they arrive in Early Years.
- Ensure that parents are well-informed about their child's attainment and progress.
- Develop an effective partnership with parents and help them understand how they can support their child's learning and personal development.
- Develop effective relationships with the community, and other stakeholders, to extend the curriculum and to enhance teaching and learning.
- Represent and champion Highweek's EYFS provision within the local community, including: the children's centre, local nurseries and toddler groups.

Managing and developing staff and other adults

- Maximise the contribution of EYFS staff on both sites to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
- Lead professional development of staff through example, creating strong team work.
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.
- Mentor trainee and newly qualified teachers and support the induction of any new staff in EYFS

Managing own performance and development

- Participate in arrangements for Appraisal and take responsibility for own professional development.
- Stay up-to-date with best practices in early childhood education, including attending workshops, courses, or training and undertaking personal research.
- Regularly assess one's leadership style, the effectiveness of the early years provision, and seeking ways to improve personally and professionally.

Safeguarding

- **Work with the DSL and DSLs** developing, implementing and reviewing Highweek's **safeguarding** policies and procedures.

Other duties and responsibilities:

- To undertake the duties of the Headteacher and Deputy Headteacher in their absence.
- To ensure the safeguarding of pupils.
- Other duties that the Headteacher may from time to time ask the post holder to perform.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment.

This role requires a DBS disclosure.

Sep 2024