



Job description: Early Years Foundation Stage (EYFS) leader

Skylark Federation 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: Upper Pay Scale

Hours: 1.00 FTE

Contract type: Permanent

Reporting to: Head of School

Responsible for: EYFS

Main purpose

In addition to:

Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)

Meeting the expectations set out in the [Teachers' Standards](#)

The EYFS leader, under the direction of the head of school, will take lead responsibility of the EYFS to secure:

High-quality teaching

Effective use of resources

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

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 federation 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

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 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

Take a leading role in inducting new EYFS staff and making sure they uphold expected values and teaching standards

Coach and model team teaching

Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

Efficient and effective deployment of resources

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

Other areas of responsibility

Support the setting up of the new nursery at the school.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status
Experience	<ul style="list-style-type: none"> • Successful experience of EYFS leadership • Teaching experience
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 and federation • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Last review date: 17th March 2025