



# PERRYFIELDS INFANT SCHOOL

## JOB DESCRIPTION: Early Years Leader

Post title:	Early years leader (part of the leadership team)
School:	Perryfields Infant School
Salary/Grade:	MPS/UPS + TLR2a (£2873)
Scope:	Class teacher, Subject Co-ordination, phase leader
Responsible to:	The Headteacher and the Governing Body of the school
Relationships:	Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, CLP Trust colleagues, Advisors and other professionals
Responsible for:	Early years team
Overall responsibility	<ul style="list-style-type: none"> <li>Establishing and exercising a clear leadership and management role in relation to raising achievement for EYFS Stage children.</li> <li>The creation and development of whole school policies and programmes to meet the needs of all EYFS children.</li> <li>Achieving the highest possible standards of Education for pupils in the allocated classes.</li> <li>To develop best practice in the Early Years Foundation Stage at Perryfields Infant School.</li> </ul>
Key accountabilities	<ul style="list-style-type: none"> <li>Ensure excellent progress and attainment in all areas of the EYFS curriculum across the cohort</li> <li>Provide guidance, support and advice to all EYFS teaching staff across all subjects in the curriculum, thus impacting on every educational element of the curriculum</li> <li>Motivate the EYFS team and take a lead role in modelling best practice</li> <li>Ensure that all teachers and support staff are kept informed and up to date on current theory and practice.</li> <li>Monitor the quality of teaching and learning in the EYFS, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of pupil's work</li> <li>Attend appropriate courses relevant to meeting own identified training needs</li> <li>Liaise and work closely with EYFS team in organising induction and information presentations for parents</li> <li>Monitor both standards and progress across the EYFS cohort and report back to the senior leadership team and, if appropriate, governors and trustees</li> <li>Attend Leadership and Management meetings and contribute to the decision making for the strategic management of the school</li> <li>Lead and take forward pupil voice in all elements of school life to ensure that all pupils are valued and contribute to Perryfields Infant School</li> <li>Inspire and encourage passion and creativity in the EYFS</li> <li>Lead by example, ensuring that the teaching staff efficiently plan given areas of the curriculum individually in their own time, as necessary, and are thus able to use their PPA as a team or for their own work life balance. This will result in positive, happy, healthy and high achieving professionals</li> <li>Follow and instigate the schools positive Behaviour Management Policy</li> <li>Follow safeguarding and health and safety protocols at all times</li> <li>Assist the Headteacher with Target Setting across the Early Years Key Stage</li> </ul>

- Contribute to moving the school forward and building educational links with parents/carers and the wider community
- Play a positive leading role in the general life of the school; e.g. special events, book week, visits, assemblies
- Take part in appraisal and act as a mentor for less experienced teachers
- Admissions – to ensure pupils are admitted to the Reception classes according to the policies, and to ensure pupils are welcomed, settle quickly and happily into school life and make a good start to their school life learning
- Induction – welcome new parents and ensure they understand school policies and to promote good communication with parents through newsletters, meetings and displays. Include external agencies to support both parents and school e.g. school nurse, attendance officer. Use induction sessions to gather information about the pupils to inform planning
- Liaise with the KS1 leader and ensure good transition for pupils for Reception to Year 1
- Actively promote equal opportunities for all pupils and staff in the EYFS
- Support the school's commitment to extra curricular activities

#### **Curriculum Leader Responsibilities**

- Have an enthusiasm for the EYFS provision which motivates and supports other staff and encourages a shared understanding of the contribution the phase to all aspects of pupils' lives
- Assist in the development of appropriate schemes of work, resources and teaching strategies in the key stage
- Develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan
- Contribute to the whole school's planning activities
- Lead other curriculum subjects across the school
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
- Develop own expertise in the subject areas
- Keep up to date on the subject areas through research, CPD etc.
- Use your own class as an example of high quality teaching and learning in the subject
- Evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching
- Act as a consultant to other staff, including the Headteacher
- Produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance
- Oversee the effective use of curriculum resources in the subject areas detailed above
- Ensure legal compliance with statutory curriculum guidance in the above subjects
- Coach colleagues to ensure good practice in the allocated subject area(s)
- Monitor and assist in the evaluation of the delivery of the allocated subject area(s) across the school

	<ul style="list-style-type: none"> <li>• Network and liaise with colleagues in Trust schools and other schools to ensure equity and continuity in subject areas.</li> <li>• Support the school community by attending parents' evenings/concerts etc as a member of the school's Leadership Team</li> <li>• Support the Headteacher by being a visible presence in the playground at break/lunchtimes as well as at the start and end of the day</li> <li>• Attend Local governing Body Meetings as required</li> </ul>
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## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
A degree	X	
Qualified Teacher Status	X	
Relevant further Professional Qualifications		X
Successful primary teaching experience	X	
<b>Skills and knowledge</b>		
Knowledge of the EYFS Curriculum	X	
Knowledge of the EYFS Baseline	X	
Knowledge of effective teaching and learning strategies	X	
A track record of highly effective teaching	X	
A good understanding of how young children learn	X	
A record of appropriate training/CPD and a willingness to continue training to manage the key areas and tasks outlined in the job description	X	
Ability to adapt teaching to meet pupils' needs	X	
Ability to build effective working relationships with pupils	X	
Knowledge of guidance and requirements around safeguarding children	X	
A firm commitment to, and ability to adhere to, the trust's race equality and cultural diversity policy in all aspects of the post	X	
Knowledge of effective behaviour management strategies	X	
Good ICT skills, particularly using ICT to support learning	X	
<b>Personal Qualities</b>		
A commitment to getting the best outcomes for all pupils and promoting the ethos and value of the school	X	
High expectations for children's attainment and progress	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to the importance of extra curricular activities to the lives of our pupils	X	
Commitment to maintaining confidentiality at all times	X	
Commitment to safeguarding and equality	X	
A commitment to working collegiately as part of a team	X	