

Leader of Learning – EYFS Phase Leader
Job Description

Job title:	Head of Early Years Foundation Stage – class based
Responsible to	Headteacher
Level and scale point:	MPS + TLR 2b

Main duties/responsibilities

General
Work closely with the Headteacher and others to ensure that the visions and ethos for Yavneh Primary School are effective and pertinent to all aspects of school life
Be an outstanding practitioner and carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the Yavneh Primary School
To establish good relationships, encourage good working practices and support and lead teachers in the phase group
Support and help develop the schools' policies and actively promote high levels of achievement in the early years foundation stage
Contribute to the leadership and management of the school
To support and promote the Jewish ethos of the school
Formulate and promote the aims and objectives of the early years stage
Seek and implement areas for school improvement and the development of staff with regards to early years
Evaluate the effectiveness of the provision in early years in close collaboration with the senior leadership team
To develop children to and above national standards
Teaching and development
Lead the early years team in the planning and delivery of a creative and stimulating curriculum
Ensure the curriculum supports a range of learning styles and develops children's independence
Take responsibility for high quality teaching provision throughout the early years stage
Ensure curricular policy development is focused on continuous improvement
Ensure all early years pupils are able to learn and achieve to the best of their various abilities
Ensure the requirements for the early years stage, including the arrangement of assessment, are met
Monitor the progress of pupils and report evaluated data to the Headteacher
Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement
Organise opportunities for pupils in the early years stage which are appropriate to the curriculum
Share and model outstanding practice
Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters

Leadership and management
Work with the senior leadership team to ensure the successful implementation of school policies and procedures
Establish and maintain positive working relationships with all members of staff
Provide support and guidance for members of the early years team
Lead all training and development activities and evaluate the outcomes
Organise and manage the day-to-day running of early years teaching, including efficient use of teaching resources
Plan and lead weekly early years meetings and ensure effective communication with staff
Support the senior leadership team in the performance management of staff in the early years department
Assist the senior leadership team in the review and evaluation of early years policies and procedures
Support and lead the induction process for new members of staff
Lead the school through external accreditations, in particular the early years quality mark
Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment
Manage own professional development by attending training opportunities such as in-service training
Keep up-to-date with current thinking and progression in early years
Attend weekly WSLT meetings
Communication
Develop and maintain effective relationships with parents, colleagues, the governing body and the local community
Develop and maintain links with support services
Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in early years
Ensure parents are well-informed about the curriculum as well as their child's progress and targets
Provide necessary information to the governing body to ensure it meets its responsibilities
Communicate any local and national changes to members of early years staff
Liaise with other colleagues to ensure a smooth transition for all pupils from early years to key stage 1
Additional duties
Promote and safeguard the welfare of all pupils
Ensure a high standard of care for pupils is consistently maintained
Act as a role model for members of staff and pupils

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Headteacher to ensure the smooth running of the school

Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Qualified teacher status (QTS) 	<ul style="list-style-type: none"> Training relevant to key stage 1 Other relevant qualifications First Aid certificate Health and Safety certificate Food and Hygiene certificate
Experience	<ul style="list-style-type: none"> Sound knowledge of EYFS Classroom experience of EYFS – Reception class Successful experience of subject leadership/additional responsibility Proven track record of excellent teaching within the EYFS 	<ul style="list-style-type: none"> Experience of supervising other adults in the classroom Teaching experience in key stage 1 Experience of supporting and promoting the Jewish ethos of a school
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge and appreciation of the Early Learning Goals (ELGs) A commitment to providing high quality childcare Knowledge and understanding of a broad and balanced curriculum A good understanding of how children learn An ability to differentiate the curriculum to meet the needs of all achievers Competent in the use of ICT across the curriculum Understanding and use of formative and summative assessment Competent in the use of observational assessment to evaluate learning A willingness to work on one or more curriculum areas The promotion of good behaviour An ability to work creatively and sensitively with children Experience of using assessment systems within the EYFS Experience of guiding, supporting and advising other members of staff Experience of effective liaison between different stakeholders within the school community 	<ul style="list-style-type: none"> Experience of leading INSET and providing staff training Experience of leading performance management Experience of conducting lesson observations and giving good developmental feedback Experience of mentoring and coaching of staff Experience of leading transition between key stages Ability to set, monitor and evaluate SMART targets for improvement and feed these into whole-school development priorities (e.g. the SIP) Ability to track and monitor attainment and progress using effective record-keeping systems Ability to use data at all levels to ascertain trends and to make plans for improvement

	<ul style="list-style-type: none"> • Clear understanding of how to raise standards within the EYFS • Ability to lead by example within the workplace and to demonstrate high levels of professionalism • Ability to contribute towards whole-school development and leadership 	
<i>Personal Qualities</i>	<ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Excellent time keeping • Excellent communication skills with children, adults, advisors, parents and carers and colleagues • Ability to use initiative and work with minimal supervision • Patience • Empathy • A sense of humour • Reliability and trustworthiness • A positive approach to inclusive practice • Enthusiasm for working with young children • A positive approach to learning and gaining new skills • A commitment to high standards • An ability to accept and act on advice from others • A real drive to make things happen 	<ul style="list-style-type: none"> • Able to work in small teams • To be able to think strategically • The desire to progress

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

Please email completed applications to: admin@yavnehprimary.org

Visits to the school are welcome and can be arranged by emailing collins@yavnehprimary.org

Closing Date of Application: Midday 15th March 2024