



EYFS lead teacher job description

Employment details	
Job title	Early Years Lead Teacher
Reports to	Headteacher
Hours of work	Full-time
Salary	Main Scale 5 to UPS (dependent on experience)

General duties

- Support the policies, ethos and vision of the Early Years Foundation Stage unit at Barwick and Stoford Community School and actively promote high levels of achievement in the new EYFS class.
- Contribute to the leadership and management of the EYFS unit.
- Formulate and promote the aims and objectives of the EYFS unit.
- Seek and implement areas for improvement and the development of staff with regards to early years provision.
- Evaluate the effectiveness of the provision in the EYFS unit in close collaboration with the leadership team.

Activity planning and development

- Lead the EYFS team in the planning and delivery of a creative and stimulating curriculum.
- Ensure the curriculum supports a range of learning styles and develops each child's independence.
- Take responsibility for the provision of high-quality learning activities throughout EYFS.
- Monitor the progress of children and report evaluated data to the headteacher.
- Work in partnership with the SLT to monitor success and manage areas for improvement.
- Share and model outstanding practice.

Leadership and management

- Work with the Senior Leadership Team to successfully implement policies and procedures.



- Maintain positive working relationships with all members of staff.
- Support and guide all EYFS team members.
- Lead training, development and induction processes for new and existing staff.
- Support the management of staff and assess performance.
- Plan and lead meetings with EYFS staff.
- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Prepare for Ofsted inspections and work towards the EYFS inspection goals.
- Keep up-to-date with the requirements of the EYFS framework.
- Uphold the school's safeguarding policies and procedures to ensure the safety of children is never compromised.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Ensure all public health protocols are upheld inline with government guidance for early years education settings.
- Always maintain the school's high standard of safety measures.

Communication

- Develop and maintain effective relationships with parents, colleagues, the governors and the local community.
- Develop and maintain links with support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- Keep a record of every child's progression and make this accessible for parents.
- Advise the SLT on policies and ensure they are implemented.
- Attend meetings of the governing board when requested.
- Communicate any local and national changes relating to early years settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from early years to KS1.
- Have an understanding of how to appropriately communicate with all children in EYFS, including those with SEND.



Additional duties

- Promote the health and wellbeing of all children in the school.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Deal with challenging behaviour.
- Assist with administrative duties where necessary.
- Assist with the maintenance of hygiene and cleanliness on site.
- Any other reasonably duties as requested by the headteacher.



EYFS lead teacher specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status (QTS) • EYFS assessment, observation, planning and training. • Full and relevant EYFS experience 	<ul style="list-style-type: none"> • Paediatric first aid training • Relevant safeguarding and child protection training undertaken and a willingness to update training regularly
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • At least two years of classroom leadership and management experience, in an EYFS environment • Experience monitoring and recording a child's development. • Experience working alongside an SLT to develop the quality of the curriculum and learning activities 	<ul style="list-style-type: none"> • Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • In-depth knowledge and understanding of the national curriculum and EYFS framework • In-depth knowledge of current legislation • An ability to take a lead role in innovative curricular development • An understanding of curriculum and pedagogical issues in relation to EYFS • Creative and stimulating teaching strategies which engage and motivate children 	



- Knowledge of the principles of good practice relating to staff supervision
- An ability to identify problem areas and suggest appropriate measures for improvement
- An ability to analyse, understand, interpret and respond to performance data
- An understanding of professional development opportunities for EYFS
- A clear understanding of how to monitor staff performance and communicate this to a senior leadership team
- An ability to maintain consistently high standards and ensure quality of teaching
- An ability to promote and sustain high standards for children
- A wide knowledge of educational terminology
- A clear understanding of child development and how this contributes to teaching strategies and learning styles

Personal traits

The successful candidate will be

- Flexible, reliable, enthusiastic and patient.
- Inspiring and influential.
- Able to take control, lead and manage situations.
- Consistent in modelling good practice and behaviour.
- Able to provide a current enhanced DBS and barred list check.
- Able to provide suitable references from their previous employer.

Additional requirements

The successful candidate will have

- Excellent communication skills, both written and verbal.
- Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience.
- An ability to establish and maintain professional working relationships.



- An ability to manage and prioritise a demanding workload, and that of others, if necessary.
- A high level of accuracy and attention to detail.
- Excellent time management skills and organisation.
- An ability to model good practice and engage in self-reflection.
- An ability to think strategically and manage problems.
- Good customer service skills.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.