

Job Title:	Early Years Foundation Stage Coordinator / Lead (please also see JD for class teacher)
Reports to:	Headteacher, DHT and Executive Principal
Direct Reports:	EYFS staff
Key Contacts: Internal:	Teachers within the Department, Headteacher, Assistant Head, Other Teachers within the school, Assigned Senior Management link.
External:	Local Community, Parents, Agencies relevant to special duties.
Job Impact: School wide, Department wide, Classroom Wide.	Early Years Department
Role Summary: The EYFS Lead & classroom teacher is responsible for delivering learning in accordance with the programme designed by the Headteacher, based on senior management strategy and national guidelines. The EYFS leader is responsible for the ensuring high quality provision and good outcomes in the Early Years.	
Key Tasks and activities:	
<p>A. Impact on education progress beyond assigned students:</p> <p>Working with other relevant teachers</p> <ol style="list-style-type: none"> Identify appropriate student targets for achievement Monitor pupil standards and achievement Monitor planning, curriculum coverage and learning outcomes Lead evaluation strategies to contribute to overall school self evaluation Plan and implement strategies for improvement in areas of identified need Ensure that relevant achievement targets are met Ensure a safe, happy Early Years Learning Environment <p>B. Leading, developing and enhancing the teaching practice of others:</p> <p>Working with other relevant teachers</p> <ol style="list-style-type: none"> Maintain personal expertise and share this with others Act as a role model of good classroom practice for other teachers, modelling effective strategies with them Monitor and evaluate standards of teaching, identifying areas for improvement Plan and implement strategies to improve teaching in areas of identified need Induct, support and monitor new staff Act as a Performance Management team leader for identified teachers <p>C. Accountability for leading, managing and developing a subject or curriculum area or student development across the curriculum:</p> <p>Working with other relevant teachers</p> <ol style="list-style-type: none"> Identify relevant school improvement issues Define and agree appropriate improvement targets Co-ordinate CPD needs and opportunities 	

- d. Evaluate the impact of all improvement activities on the quality of teaching and learning
- e. Provide the senior leadership team with relevant subject, curriculum area or student performance information.

3 Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Executive Principal/Headteacher from time to time. This Job description is in addition to the job description of Class teacher.

Note:

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Principal/Headteacher in the light of those changing requirements and in consultation with the class teacher and governing body.

Date of issue: _____

Signature of postholder: _____

Signature of Headteacher _____

Key Skills and Competencies

1. **Qualifications & Experience - Essential**

- Degree level qualification.
- Postgraduate professional Qualification E.g. Postgraduate Certificate in Education
- 3 years+ EYFS class teaching and relevant leadership experience

2. **Communication**

- Applies effective verbal communication skills.
- Presents information and ideas clearly, by using language appropriate to audience.
- Positively influences the opinions of others through factual discussion.
- Adapts personal style to suit individual situation and needs.
- Creates an environment of trust by delivering on promises.
- Utilises report-writing skills to accurately reflect a situation through positive language.

3. **Other Skills Required for Role**

- Exercises flexibility in order to accommodate changes in work priorities.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.

4. **Accountability/Freedom to act**

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards set at department level.
- Leads by example in standards of behaviour in the work environment.

5. **Leadership/Management skills**

- Motivates and directs staff and students.
- Delegates effectively appropriate roles.
- Provides creative and innovative ideas to ensure new processes are implemented within the curriculum with minimal disruption

6. **Additional Requirements**

- A commitment to the ethos of a Church of England School.
- Positive attitude to, and enthusiasm for Teaching and Learning.
- Commitment to working in partnership with the LEA and other schools.
- Commitment to involvement in the wide range of extra-curricular activities in school.
- Commitment to further development of strong links with parents and the local community.
- Commitment to supporting and developing the role of the school's Support Staff.

General Comments

The Lead teacher post combines a teaching role with management responsibilities.
Strong time management skills are required in order to be successful in both elements of this role.