 **Our Lady Catholic Primary School**

Woodhall Lane, Welwyn Garden City

Hertfordshire AL7 3TF

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*Headteacher:* Mr. R. Curry

**Job Description**

**Job Title: Early Years Foundation Stage Leader/EYFS Teacher**

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| **Post** | **EYFS Leader** |
| **Scale** | **Dependent on experience (tbc)** |
| **Line Manager** | **The Headteacher** |
| **Responsible to** | **The Headteacher and the Governing Body** |

**The Role:**

In addition to those classroom responsibilities that are common to all classroom teachers in the school, the EYFS leader’s overriding responsibility will focus on raising the standards of teaching and learning in the Early Years Foundation Stage. The leader will be a member of the school’s leadership team and take full part in the decision making and effective running of the school.

The Leader must be an excellent classroom practitioner with a minimum of two years teaching experience in the Early Years Foundation Stage and preferably also have experience teaching in Key Stage One.

**Specific Responsibilities:**

**Leader of Early Years Foundation Stage**

Key objectives will be to exercise your professional skills and judgment to:

* Lead, manage and develop the curriculum delivered to all pupils in the Early Years Foundation Stage;
* Lead, develop and enhance practice of all colleagues working with pupils in the Early Years Foundation Stage.

Achievement of these key objectives will involve professional responsibility for the work of all Foundation Stage staff as well as parents and others working in a voluntary capacity.

The EYFS Leader will undertake the following additional responsibilities:

* Using data effectively to make informed choices about the Early Years Foundation Stage curriculum;
* Liaising with the KS1 team to ensure curricular continuity and progression;
* Liaison with external agencies whose work relates to the Early Years Foundation Stage;
* Monitoring the quality of teaching and learning, resourcing and administration.
* Interacting on a professional level with colleagues, establishing and maintaining good working relationships to promote development and effective delivery of the Early Years Foundation Stage curriculum and maximise children’s achievement;
* Working alongside the Assessment Leader to record and evaluate children’s progress in the Early Years Foundation Stage - as well as monitoring individual children’s progress and planning for their future needs;
* Providing parents/carers with information about Early years Foundation Stage in order to maximise involvement in the classroom and the learning process;
* Organising meetings and playing a key role in organising INSET for staff;
* Assisting in the development and implementation of school policies and management systems, including the School Improvement Plan;
* Maintaining, developing and monitoring the use of resources and advising the Head of School and governing body on the resourcing needs for the early Years Foundation Stage;
* To support the Headteacher as he works in partnership with the Diocese of Westminster Education Service, the Local Authority and other relevant organisations including any relevant organisation representing the parents and carers of pupils at our school;
* Undertaking other duties which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

*Our Lady Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*