



## JOB DESCRIPTION

<b>Job Title: EYFS Leader</b>	<b>Department: Primary School</b>
<b>Reports to: Primary Principal</b>	
<p><b>Role:</b> To be responsible and accountable for student outcomes within <b>EYFS</b>, through a process of monitoring, evaluating and reviewing student progress and teaching outcomes, and ensuring that appropriate interventions are in place.</p>	
<p><b>Key Accountabilities</b></p> <ul style="list-style-type: none"> <li>• To ensure that the schools aims, objectives and mission underpin and drive the work associated with the post. To lead, manage and monitor the duties of a team of teachers and assistant teachers within the Early Years Foundation Stage (EYFS) unit.</li> <li>• To serve as a role model for all colleagues and staff and particularly in relation to demonstrating high standards of professional practice within the EYFS unit.</li> <li>• To ensure the smooth administration of activities and events within the EYFS unit, including assemblies, concerts, visits and timetables.</li> <li>• To mentor new colleagues and students to the EYFS unit and advocate for their needs.</li> <li>• Establish effective professional links with other key stage leaders and coordinators to ensure progression and continuity in student learning.</li> <li>• To have an effective pastoral overview of students and staff within the EYFS unit, thereby ensuring the well being of students and staff.</li> <li>• To manage and oversee procurement, ordering and budgeting for EYFS. To budget strategically and effectively, identifying future resourcing needs and aspirations for the EYFS unit.</li> <li>• Liaise with the learning support team to ensure that the individual needs of students within the EYFS unit are being met.</li> <li>• To develop an effective team of staff with high professional expectations within the EYFS unit.</li> <li>• Support the Performance Development process.</li> <li>• To help the school recruit and retain high quality staff.</li> <li>• Be proactive in identifying training needs within the EYFS unit.</li> <li>• Work closely, and liaise, with curriculum coordinators to ensure that students receive the curriculum to which they are entitled.</li> <li>• Experience of delivering phonics programs</li> </ul>	

- Experience or knowledge of the UK Early Years Foundation Stage (EYFS)
- To represent the EYFS unit as part of the Primary Leadership Team (PLT).
- To be proactive in communicating with colleagues, students and parents as the need arises. To prepare, lead and manage effective EYFS meetings.
- To oversee and ensure effective organisation of events planned for the EYFS Unit.
- To ensure clear communication, understanding and implementation of school policies within the EYFS team.
- To undertake, as requested, any reasonable task requested by the Director and/or the school leadership team.
- To work conscientiously toward developing the personal and professional competencies outlined in the School's Performance Development policy.
- **To ensure that teachers adhere to the school's assessment policies by:**
  - Regularly assessing, recording and reporting; using the data to inform future teaching.
  - Tracking student progress through the analysis and use of performance and benchmarked data.
  - Leading in the setting, implementation and monitoring of targets in order to maintain high standards in learning and teaching across the EYFS unit.
  - Overseeing the process of reporting to parents.
  - Developing and implementing the assessment calendar including both external and internal assessments.
- **To monitor, the quality of teaching and learning across the EYFS Unit to enable the maintenance and development of high standards of teaching and learning by:**
  - Promoting Excellence in teaching and learning for all students to thrive.
  - Ensuring that schemes of work are used reviewed and modified.
  - Monitoring students work and classroom practice.
  - Keeping up to date with developments in education.
  - Ensuring the delivery and development of the curriculum is effective in meeting the needs of all students.
  - Effectively managing the learning environment.

#### Experience

- 5 years+ teaching experience, with 2+ years leadership experience

#### Qualification/skills

- Qualified teacher. Honours degree essential.



### Personal Attributes

- Integrity, passion for education and excellent communication skills.
- Active listener, collaborative and a team player.
- Dynamic innovator with the ability to lead and inspire his/her team.
- Warm, enthusiastic and caring.

### Competencies:

Will follow middle leader competencies

*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.*

*The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

### Safeguarding Information

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: