**EARLY YEARS LEAD**

**St Mary’s Catholic Primary School**

Hammersmith

Salary: M1 – UP2 (Inner London)

Start Date: from September 2025

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| **Line Managed by:** | Headteacher & Senior Leadership Team |
| **Supervisory responsibilities:**  | The holder of this post will be the Early Years lead and responsible for the deployment and supervision of the work of any Early Years Educators/learning support assistants/ teaching assistant within the class setting.  |

**Main purpose of the job:**

Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2013)* and to fulfil the following responsibilities: The EYFS leader, under the direction of the headteacher, will take lead responsibility of the EYFS.

**1. SCHOOL AIMS AND VALUES**

* To support and promote the aims, Catholic ethos and values of the school.
* To ensure that practice reflects the agreed aims, principles of learning and policy on equal opportunities, thereby promoting the progress and well-being of each child.
* To foster excellent relationships with staff, children, parents, governors and the local community.
* To have the highest expectations of yourself and of the children.

**2. TEACHING RESPONSIBILITIES**

* Develop and implement policies for the EYFS in line with our school’s commitment to high-quality teaching and learning
* Have a good understanding of how well the EYFS is being delivered and the impact on pupil achievement
* Use this understanding to feed into the school development plan and produce an action plan for the EYFS
* Promote pupils’ spiritual, moral, social, cultural, physical and mental development alongside British values
* Consult pupils, parents and staff about the EYFS and its effectiveness, and assess the feedback against the school’s vision, values and aims
* Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
* Work with subject leaders to understand how their subject is developed at the EYFS
* Liaise with the local authority and Diocese on EYFS-related projects and activities
* Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate
* To leave clear instructions and prepared work when absent.

**3.** **BEHAVIOUR AND SAFETY RESPONSIBILITIES**

* To establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and create, within school systems, a framework for discipline with a range of strategies based on the schools relationship policy.
* To ensure the highest levels of safeguarding, both on school premises and during off-site school activities.
* To register the attendance of pupils, actively promoting the high expectations of the school for good attendance and punctuality.
* To follow the health and safety policy of the school at all times.
* To show commitment to safeguarding and child protection, following the procedures and policies of the school.
* To be prepared to work both inside and out in all weathers to promote learning and development.

**4. PROFESSIONAL RESPONSIBILITIES AND DEVELOPMENT**

* To develop personal reflection skills, contributing to effective self-evaluation of strengths and areas of development as a teacher and identify professional development needs.
* To remain up-to-date with current developments in the world of education, subject knowledge and methods of promoting high quality teaching and learning.
* To undertake further training and professional development in order to develop your skills as a teacher (and as appropriate, curriculum leader).
* To attend and participate actively in INSET days and staff meetings.
* To participate and contribute to arrangements within an agreed framework for performance management.
* To contribute as appropriate towards the professional development of other teachers and non-teaching staff, including the induction of new teachers, student teachers etc. and share areas of expertise (for experienced staff only).

April 2025

*This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This job description may be reviewed annually.*

**Person specification EYFS Lead**

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| criteria | qualities |
| **Qualifications and training** | * Degree
* Qualified teacher
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| **Experience** | * Successful experience of EYFS
* Teaching experience
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| **Skills and knowledge** | * Expert knowledge of the EYFS statutory framework and handbook
* Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve
* Awareness of local and national organisations that can support delivering the EYFS
* Ability to build effective working relationships with staff and other stakeholders
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Good IT skills
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
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| **Personal qualities** | * Commitment to getting the best outcomes for all pupils
* Uphold and promote the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Maintain confidentiality at all times
* Commitment to safeguarding, equality, diversity and inclusion
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**Notes:**

This may be amended at any time in consultation with the postholder.

If you don’t have all of the experience listed above but are interested in applying, contact Miss Black on 020 7603 7717 to discuss.