

JOB DESCRIPTION: EYFS MANAGER

POST: EYFS Manager

SALARY: MPS/UPS + TLR 2.1

SUPERVISORY RESPONSIBILITIES: To whom: Headteacher

MAIN DUTIES AND RESPONSIBILITIES:

In addition to the requirements of a class teacher the Early Years Foundation Stage (EYFS) Manager will be expected to develop the following areas of responsibilities and tasks, as agreed with the headteacher.

General Duties

- Support the policies, ethos and vision of the nursery and actively promote high levels of achievement in the EYFS.
- Contribute to the leadership and management of the EYFS.
- Formulate and promote the aims and objectives of the EYFS.
- 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 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 the EYFS.
- Monitor the progress of children and report evaluated data to the headteacher.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Take responsibility for the day-to-day management of staff within the EYFS and act as a positive role model.
- Ensure half termly purchases of all malleable resources needed, ensuring value for money.

Leadership and Management

- Work with the rest of the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working in the EYFS.
- Support staff in the EYFS to achieve the priorities and targets which the school sets, in conjunction with the governors, and to provide staff with support and guidance in implementing & evaluating schemes of work.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Plan and implement regular EYFS meetings with a focus on improving standards of teaching and learning.
- Disseminate information from meetings to the Senior Leadership Team.
- Co-ordinate staff absence cover in the EYFS.
- Induct new staff so that they understand and comply with the EYFS policies and procedures.
- Provide mentorship to ECTs, apprentices or ITT students in the EYFS, when necessary.
- Participate in interviews for posts and ensure effective induction of new staff in line with the school's procedures.
- Act as a performance management reviewer for teachers and teaching assistants, in accordance with the school's performance management policy.
- Plan and lead meetings with EYFS staff.

- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Keep on top of finances and be responsible for managing the EYFS' budget.
- Prepare for Ofsted inspections and work towards the EYFS inspection goals.
- Keep up-to-date with the requirements of the EYFS framework.
- Uphold the EYFS 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 in line with government guidance for early years education settings.
- Always maintain the EYFS' high standard of safety measures.

Communication

- Develop and maintain effective relationships with parents, colleagues, the governing board and the local community.
- Develop and maintain links with the LA advisory and 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.
- Lead workshops for parents, student teachers and other staff members, when required.
- Respond proactively to parental concerns relating to any aspect of pupil learning, teaching and pastoral care of pupils in EYFS.
- Educate parents and work with external agencies in order to support children's development.
- Implement curricular enhancements in the EYFS, which encourage involvement from parents and/or the wider community.
- Keep a record of every child's progression and make this accessible for parents.
- Advise the governing board 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 and nursery settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from early years to KS1.
- Understand how to appropriately communicate with all children in the EYFS, including those with SEND.

Nursery Responsibilities

- Market the nursery in the local community, so that numbers remain healthy.
- Organise 'Stay and Play' sessions and Open Days to promote the Nursery.
- Manage nursery admissions, allocating new starters, organising inductions, and liaising (in good time) with parents and carers.
- Develop effective links with local providers and the wider community.

Teaching

- Maintain the EYFS registers and ensure that staff are deployed in line with legal guidance.
- Manage the teaching assistant provision within the EYFS setting, ensuring that any interventions are implemented according to the needs of the pupils.
- Undertake an appropriate programme of teaching.

Additional duties

- Promote the health and wellbeing of all children in the EYFS.

- 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.
- Ensure that behaviour policies and procedures are implemented in the EYFS to ensure effective learning can take place.
- Act as one of the school's deputy safeguarding leads.
- Monitor and support pupil attendance in EYFS, in liaison with the school's Welfare Officer and Attendance Officer, in relation to established targets.
- Organise and co-ordinate wrap-around provision, including before and after school sessions.
- Attend to children's personal needs, including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters.
- Assist with administrative duties where necessary.
- Assist with the maintenance of hygiene and cleanliness on site.
- Any other reasonably duties as requested by your line manager.
- Participate and contribute to staff meetings and INSET as required.
- Continue own professional development, in line with school improvement priorities and personal/professional needs.
- Comply with all school, DDAT and statutory policies and procedures.

The EYFS Manager will have a full-time teaching role in EYFS, with appropriate leadership release time as budget allows.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed Employee:

Date:

Signed Headteacher:

Date: