**Early Years Foundation Stage Coordinator**

**Sample Job Description**

In addition to the roles and responsibilities of a Class Teacher (as described in the ‘Teachers’

Standards’- QTS) the EYFS leader/coordinator will work with the Leadership Team to secure our school’s success and improvement, ensuring high quality education for all pupils, and the continual improvement in the standards of learning and achievement.

Refer also to ‘Teachers’ Standards (Early Years)’ July 2013 (NCTL).

**The main responsibilities for this post are:**

* To ensure all EYFS pupils have access to outstanding provision.
* To monitor and review the policies, practices, and priorities in our EYFS provision.
* To lead on coordinating an effective EYFS Action Plan.
* To lead and develop our EYFS provision including the physical environment.
* To lead and co-ordinate assessment across the EYFS, maximising pupil and parental engagement ensuring targets are met.
* To ensure the successful transition of pupils from other settings, and into KS1.
* To manage the professional development of the EYFS team.
* To ensure all safeguarding and welfare requirements are met.
* To be a role model for other members of staff.
* To support the Headteacher and senior leadership of the school.

These main responsibilities will be developed through the following:

**Current EYFS knowledge and Understanding**

* Keeping up to date with local and national expectations.
* Understanding effective early years pedagogy to deliver high quality EYFS practice and provision, including knowledge of the Year 1curriculum.
* Attending relevant local networks and briefings.
* Attending necessary training to support the EYFS Action Plan and fulfilment of the EYFS Coordinator role.

**Strategic Leadership**

Whole school

* Help maintain and develop a highly effective school.
* Present a coherent and accurate account of pupil performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including Governors, the LA, the local community, Ofsted, parents and others, to enable them to play their part effectively in maintaining and developing standards.
* Lead by example, provide inspiration and motivation. Embody for the pupils, team, Governors and parents the vision, purpose and leadership of our school.
* Implement the legal requirements of the most recent ‘Statutory Framework for the Early Years Foundation Stage’.

Managing and developing the EYFS team

* Ensure all the Foundation Stage Team members are committed to the school’s aims, and contribute to meeting long, medium and short-term objectives to ensure school improvement and the success of pupils.
* Ensure that a strong team and constructive working relationships are developed and maintained.
* Support the provision of high quality professional development, drawing on other sources where appropriate.
* Ensure all relevant safeguarding, child protection, welfare and health and safety policies and practices are known and understood by all EYFS staff with particular reference to Government and Ofsted Early Years safeguarding documents and in liaison with the school Designated Lead Person.
* Promote equality of opportunity and anti-discriminatory practice.

Managing resources and the learning environment

* Manage, monitor and review the range and quality of all available resources for both inside and outside learning.
* Ensure effective organisation, storage and maintenance of resources to enhance teaching and learning.
* Ensure resources reflect value for money.
* Oversee the quality of the learning spaces including displays.

**Teaching and Learning**

* Work in partnership with the School Leadership Team to monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the EYFS, in order to set and meet challenging, realistic targets for improvement.
* Lead the delivery of the EYFS according to the educational programmes outlined in the ‘Statutory Framework for the Early Years Foundation Stage’ encompassing the seven Areas of Learning and Development and the Characteristics of Effective Teaching and Learning.
* Know when a child is in need of additional support and how this can be accessed, working in partnership with parents and/or carers and other professionals.
* Work in partnership with the School Leadership Team to ensure appropriate behaviour, including behaviour for learning throughout the school.

**Assessment**

* To utilise observation, and formative and summative assessment procedures to ensure children progress in their learning and development and to plan for their current learning needs.
* To assess and analyse the progress of EYFS pupils in line with the school’s Assessment Policy and to respond to analysis to ensure continued improvement of teaching, learning, progress and attainment.
* Engage effectively with parents and/or carers and other professionals in the on-going assessment and provision for each child.
* Coordinate regular feedback to children and parents and/or carers to help children progress towards their goals.
* Lead on the statutory assessment requirements eg Early Years Foundation Stage Profile; Progress check at age 2.

**Working in partnership**

* Liaise with relevant staff for pupil admissions and in accordance with school policies, and ensure pupils are welcomed, settle quickly and happily into school life and make a good start to their school life learning.
* Liaise with school subject leaders in relation to the Early Years curriculum and links to the National Curriculum.
* Lead ongoing liaison with Year 1 teachers to ensure links and smooth transition into Key Stage One.
* Work in partnership with parents/ carers and other professionals and promote good communication with parents through newsletters, online communication, meetings, displays, etc.
* Link positively with other providers working in our locality.
* Maintain a multi-agency safeguarding children approach.

**Managing own performance and development**

* Participate in arrangements for Performance Management and take responsibility for own professional development.
* Prioritise and manage own time effectively and meet agreed deadlines.
* Sustain own motivation.
* Ensure own and team members’ regular sessions of ‘Supervision’ as defined in the ‘Statutory Framework for the EYFS’ are planned, protected and recorded.

**Other duties and responsibilities**

* To ensure the safeguarding of all pupils and that all team members keep up to date with relevant training and in particular that which is specific to EYFS pupils.
* Other duties that the Head Teacher may from time to time ask the post holder to perform.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

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| **Job title** | **Name** | **Signature** | **Date** |
| Early Years Coordinator |  |  |  |
| Head Teacher |  |  |  |