

St Anthony's Catholic Primary School

EYFS Coordinator Job Description

St Anthony's expects all staff and volunteers to uphold its commitment to safeguarding and promoting the welfare of children.

- To be an excellent role model, exemplifying a high standard of Early Years provision, promoting high expectations for all members of the Early Years community, with a proven impact on children's progress.
- To establish and maintain effective working relationships with colleagues and external agencies.
- To lead, organise and direct support staff, students or parent volunteers within the Foundation Stage Unit.
- Liaise closely with other Phase Leaders to ensure continuity and progression across the phases.
- To work with the SLT to accelerate progress for all pupils particularly in EYFS.
- To support, develop and coach teaching and learning across EYFS, so that the school has consistently good or better teaching.
- To lead, co-ordinate and analyse assessment across EYFS, maximizing pupil and parental engagement.
- Help develop the Early Years team through effective systems.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To strive for excellence within the phase through monitoring activities.
- To contribute to the school's self-evaluation and set targets accordingly.

- To support and to contribute to the Catholic ethos of the school.
- To develop an effective partnership with parents and help them understand how they can support their child's learning and personal development.
- To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policymaking.
- To evaluate the effectiveness of the EY in terms of overall provision, including pupil achievement, attainment and teaching and learning.
- To promote the SMSC of pupils and to incorporate British Values into all aspects of the curriculum.
- To support a positive school ethos through excellent classroom and behaviour management.
- To constantly seek to improve professional skills and competencies in line with the Professional Standards for Teachers.
- To be aware of the individual needs of pupils and to match activities and situations to meet these needs.
- To plan and deliver lessons which challenge all children.

- To regularly assess the attainment and progress of children within the class and implement strategies to improve outcomes.
- To enable disadvantaged children to achieve at least as well as non-disadvantaged children.
- To be familiar with the expectations of the EY Curriculum including age-related expectations.
- To follow school policies and whole school objectives laid out in the School Improvement Plan.
- To work effectively and professionally with all staff members.
- To carry out additional duties which may be reasonably requested by the Senior Leadership Team.