

### Role Profile

Role	Head of Early Years (EYFS)	School	United School International
Direct Reports	Early Years Foundation Staff	Reporting To	Head of Primary

#### Role Purpose

Establish and maintain a holistic overview of the EYFS function, raising standards of achievement and attainment of all students across the Early Years Foundation Stage. The post holder will be responsible for promoting core school values, alongside the highest professional standards and quality of education for all students.

You will act as an excellent role model for the staff and students, promoting excellence, quality, and high expectations, by ensuring the highest levels of quality teaching in own classes, embodying the core values of the school.

This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.

#### Key Accountabilities

##### 1. Leadership

- Work consistently with other SLT members to support the delivery and implementation of the school vision, ethos, value statement and direction
- Establish and maintain positive working relationships with all school colleagues, all faculties, students, parents and other stakeholders which build the school community and support collaborative learning at all levels
- Collaborate with other Orbital schools and education professionals to share expertise & highlight good practice
- Regularly review own practice, taking responsibility for own personal development and the development of others
- Manage, maintain and update all EYFS Policies and documentation, keeping abreast of changing practice
- Ensure regular self-evaluation and quality improvement programmes for the Early Years Foundation Stage.
- Feedback and support input into the creation of the School Development Plan, whilst ensuring implementation and delivery of key EYFS actions within the plan which support school improvement
- Ensure the Early Years team work together effectively and efficiently, ensuring appropriate confidentiality
- Plan, organise, and chair (where directed) required meetings to ensure effective implementation of policies and practices across the EYFS function, collaborating with teams at all levels
- Work with the Head of Primary to manage appraisal and performance management systems across EYFS.

##### 2. Curriculum Development

- Work with the Head of Primary to develop, implement, and regularly review a broad and relevant EYFS curriculum, which embraces innovative approaches to teaching and learning, is at the forefront of best practice, research, new theories and methodologies
- Implement a successful EYFS Framework and curriculum within the school, leading and supporting staff through the delivery of the EYFS curriculum.
- Maintain high levels of professional practice and expertise within your own teaching, maintaining up to date knowledge of developing EYFS curriculums and frameworks. Inc. maintaining knowledge of current thinking and practice through course attendance, self-managed CPD, and relationships with other EYFS settings.
- Ensure that the curriculum and EYFS teaching promotes the social, academic, moral, physical and emotional development of each child in a stimulating, safe and caring environment.
- Monitor EYFS planning and delivery of the curriculum, to ensure continuity and progression within the EYFS and between the EYFS and KS1.
- Monitor and evaluate the EYFS curriculum to ensure it remains relevant, delivers quality and value for money, and forms a coherent link to KS1 curriculum.
- Work with the Head of Primary and Executive Principal to develop, lead and implement extra-curricular activities and trips which support curriculum enrichment.

##### 3. Teaching and Learning

- Lead outstanding teaching and learning across the EYFS function, ensuring differentiated learning opportunities and strategies which support the needs of all students (including the gifted & talented, those with learning difficulties, behavioural challenges & EAL)
- Utilise personal experience, knowledge and expertise to support, advise and develop Teachers across the EYFS function to improve teaching and learning.

- Ensure a safe and productive learning environment that is engaging and fulfilling for all students, meeting their appropriate needs, leading the EYFS team to create and maintain a vibrant and engaging outdoor learning area.
- Lead colleagues in Nursery, Pre-Reception, and Reception to provide high quality reports and to communicate children's progress to parents accurately and professionally.
- Promote parent partnership - Ensure parents are included in monitoring and reviewing the progress of their child
- Monitor and quality assure teaching quality, learning and assessment in line with policy & teacher standards ensuring appropriate oversight of reporting and assessment policies and procedures
- Implement relevant data management and benchmarking systems which monitor progress, raise standards, record and report student assessment, attainment, and performance data, to continually improve standards & attainment
- Fulfil the role of EYFS Classroom Teacher, in addition to Head of EYFS duties (*for which you will be provided with a management time allowance*)

#### 4. Early Years Promotion and Transition

- Support the marketing team to maintain positive links and promote the school within the local community.
- Effectively communicate information to prospective families providing guidance and reassurance to support them choose the school.
- Lead and support marketing events with parents and key individuals within the local community.
- Co-ordinate transition visits for new pupils. Ensure a smooth entrance into school and make sure parents are kept fully informed with settling in visits and transition arrangements.
- Set priorities and coordinate actions plans for the Nursery, Pre-Reception and Reception classes which lead best practice educational experience for the children, support transition into the setting and onwards to KS1.
- Keep the Head of Primary up to date with ongoing development of the Early Years function and particular challenges with transition arrangements of student difficulties across EYFS.

#### 5. Safeguarding & Safer Recruitment

- Ensure compliance with Orbital Education's Safeguarding and Child Protection Policy to ensure appropriate management of all child protection issues and that the welfare of children is effectively safeguarded and promoted
- Ensure the highest levels of health, wellbeing and safeguarding are maintained, adhering to all regulatory, quality and divisional standards in your own practice.
- Make appropriate referrals to the Executive Principal where safeguarding concerns are noted.

### Person Specification

#### Skills, Knowledge, and Experience

- Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education
- UK Qualified Teacher Status, with three years or more teaching experience
- Some previous leadership experience within the UK EYFS curriculum
- Able to support and oversee performance of others
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Experience of developing and implementing actions to deliver measurable improvement in a school environment
- Desirable to have evidence of supporting a school development plan, achieving measurable improvement
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

#### Competencies

- **Accountable:** Acts with confidentiality and respect. Takes ownership of problems and encourages others to do so.
- **Results Focused:** Motivated by goals and drives self to achieve. Committed to teamwork and demonstrating positive success
- **Values Development:** Values every team member and their contributions through collaborative working. Can motivate others to have a go and evaluate success
- **Professional expert:** Maintains awareness of standards, practices, and expectations to support their role
- **Creative:** Able to demonstrate an enthusiastic and positive approach to new initiatives
- **Strong Communicator (Written and Verbal):** Able to communicate clear information with others
- **Resilient:** Demonstrates resilience and supporting of others to respond to challenging and stressful situations.