**Castle Hill Community Primary School**

**Early Years Lead - Job description and person spec**

Job Description

Job Title: Leader of Early Years

Responsible to: The Headteacher and Governing Body

Pay Grade: M6-UP3 Depending on experience - (Fringe area) + TLR 2A

Purpose of the Role:

This is a non-class based post with some teaching responsibility. The Leader for Early Years is required to assist the Headteacher the Senior Leadership Team with the leadership and management of the Early Years phase to achieve the highest standards of pupil achievement and to support the whole school development.

Duties:

The Leader for Early Years shall:

* Support the policies, ethos and vision of the school and actively promote high levels of achievement in the Early Years phase.
* Contribute to the stratgeic leadership and management of the school.
* Formulate and promote the aims and objectives of the Early Years phase.
* Seek and implement areas for school improvement and the development of staff with regards to Early Years.
* Evaluate the effectiveness of the provision in Early Years in close collaboration with the senior leadership team.
* Act as a role model for members of staff and pupils.
* Provide clear leadership and support for Castle Hill Village Nursery
* Provide an excellent example of teaching and learning in the Early Years.
* Have some teaching responsibility and possible cover in the absence of Early Years staff absence
* Take an active role in the Leadership Team of the school and work with other Middle Leaders
* Support / hold staff to account to ensure policies and procedures are adhered to.
* Implement and drive government initiatives.

**1. Leading teaching and learning**

* Lead the Early Years team in the planning and delivery of a creative and stimulating curriculum.
* Ensure the curriculum supports a range of learning styles and develops children’s independence.
* Take responsibility for high quality teaching provision throughout the Early Years phase.
* Ensure curricular policy development is focused on continuous improvement.
* Ensure all early years pupils are able to learn and achieve to the best of their various abilities.
* Ensure the requirements for the Early Years phase, including the arrangements of assessment, are met.
* Monitor the progress of pupils and report evaluated data to the headteacher.
* Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
* Organise opportunities for pupils in the early years phase which are appropriate to the curriculum.
* Writing support plans, attending meetings and liaising with outside agencies / early intervention to support children with special educational needs.
* Share and model excellent practice.
* Ensure consistency across the Early Years provision.
* Support Nursery Manager with staffing and staff development.
* Responsibility action planning with the Early Years.
* Carrying out appraisals for the nursery staff.

**2. Communication**

* Develop and maintain effective relationships with parents, colleagues, the governors and the local community.
* Oversee the daily running of the EYFS.
* Develop and maintain links with the LA advisory and support services.
* Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in early years.
* Ensure parents are well-informed about the curriculum as well as their child’s progress.
* Provide necessary information to the Governing Body to ensure it meets its responsibilities.
* Communicate any local and national changes to SLT and members of Early Years staff.
* Liaise with other colleagues to ensure a smooth transition for all pupils from early years to key stage 1.

**3. Whole School Development**

* Work as a member of the senior leadership team to ensure the successful implementation of school policies and procedures.
* Establish and maintain positive working relationships with all members of staff.
* Provide support and guidance for members of the Early Years team.
* Lead all training and development activities and evaluate the outcomes.
* Organise and manage the day-to-day running of early years teaching, including efficient use of teaching resources.
* Plan and lead weekly Early Years meetings and ensure effective communication with staff.
* Support the senior leadership team in the performance management of staff in the Early Years.
* Assist the senior leadership team in the review and evaluation of Early Years policies and procedures.
* Support and lead the induction process for new members of staff.
* Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment.
* Manage own professional development by attending training opportunities such as in-service training.
* Keep up-to-date with current thinking and progression in Early Years.

**4. Safeguarding**

* Ensure that the child protection policies and procedures adopted by the Local School Committee are fully implemented and followed by all staff.
* Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.
* Ensure a high standard of care for pupils is consistently maintained.
* Provide Safeguarding support in the absence of the Safeguarding Lead.

**Additionally:**

To undertake such tasks as may be reasonably required by the Headteacher for the benefit of the school, subject to consultation.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Contribute to and support the overall aims and ethos of the school and provide best outcomes for pupils.

**Person specification**

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| CRITERIA | QUALITIES |
| **Qualifications and training** | * Degree
* Qualified teacher status
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| **Experience** | * Successful experience of EYFS leadership
* 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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