

Role Profile: Job Title

Purpose

This role will provide leadership and management of both the Cumnor House Nursery sites and Boys Reception Classes and will secure high quality teaching within the Early Year's curriculum for the school. This role will monitor in conjunction with the Headteacher the effectiveness of the Early Years Foundation Stage and identify both staff and curriculum development needs with the Nursery and Reception.

Key Accountabilities (6-8 max)

- Develop and implement policies and practices with the Foundation Stage which reflect the aims of the school which will include the planning and preparation of activities that challenge and meet the needs of all children and deliver the curriculum in line with EYFS guidance.
- Be responsible for organizing and developing an effective induction process for all children within the Nursery and Foundation Stage, this will include monitoring the personal, social and emotional needs of all the children and liaise with appropriate staff and agencies where required. This will include working closely with the SENCO and Assessment Co-Ordinator to ensure that the needs of all children are met, recording, evaluating and monitoring the progress of the the children with Early Years. Where appropriate liaising with parents/ guardians.
- Assist the Headteacher to evaluate the effectiveness of the teaching with Early Years and use this analysis to identify effective practice and areas of improvement to ensure a climate and ethos within the Foundation Stage that will secure the best possible outcomes for the children. This will include the working with the Headteacher to complete the self-evaluation process of Early Years.
- To actively contribute as member of the School Learnership Team, advocate and champion the needs of the EY department within the school.
- To act to improve further the quality of the teaching within the Early Years team and be prepared to lead professional development, attending relevant CPD, recognizing CPD needs of individuals working with the team. Recognizing and providing support and guidance to colleagues with the Early Years team.
- Ensuring Headteacher is kept informed about the progress and developments with the Early Years. Any other duties as designated by the Headteacher as being appropriate to the is role to assist the smooth running of the school.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to relate well to people on all levels, to resolve conflicts manage difficult conversations in a sensitive manner. • A thorough knowledge and understanding of how children learn in Early Years Foundation Stage and how learning at this stage affects pupils future learning • Ability to secure high standards of pupil achievement and behaviour in the EYFS • Able to motivate, encourage and develop a team and build confidence in others. • Excellent organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines, managing completing priorities. • High level classroom teaching skills. • Excellent written communications skills together with high level communication skills and the ability to make points clearly, understanding and relating to the views of others. • Excellent IT skills and competent user of IT to support classroom work, pupil assessment and record keeping. 	<ul style="list-style-type: none"> • Evidence of managing the performance of staff
Qualifications	<ul style="list-style-type: none"> • QTS/ suitable qualifications to reflect the responsibility of the role. • Recent relevant CPD 	<ul style="list-style-type: none"> • Higher level 6 University qualifications in Early years
Experience	<ul style="list-style-type: none"> • Awareness of recent important national educational developments and clear understanding of recent developments and expedience of teaching and learning. • Good working knowledge of IT applications with a clear understanding of the potential for IT in more innovative and effective approaches to support learning and teaching. • Experience in effective involvement of parents in their children education 	
Other	<ul style="list-style-type: none"> • Energetic, flexible and empathetic: most of all a strong conviction that every child can acquire strategies to ensure they fulfil their true potential. • A sensitivity to the needs of young people. 	

Key Stakeholders:

Internal –

External -

Signed: Name (print):

Date: