

COGNITA

Role Profile: Head of Early Years (Maternity Cover)

Purpose

This role will provide leadership and management the Cumnor House Kindergarten, Pre School and Boys Reception Classes. This 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

- 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 school SENCO 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 continuously improve further the quality of the teaching and learning within the Early Years team working closely with the teaching staff and Nursery managers to recognize CPD needs of the department. To led professional development and provide continuous support and guidance to members of the Early Years team.
- To actively contribute as member of the School Learnership Team, advocate and champion the needs of the EY department.
- To actively promote the EYFS and build partnership with parents through workshops and being present at all.
- To work closely with the DSL to comply with safeguarding procedures and keep all pupils safe in the Early Years Section of the School.
- Working closely with the Site Manager and Business Manager and Head of Compliance, ensure that as a school we comply with the EYFS statutory regulatory requirements, Health and safety regulations and compliance.
- 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.

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. • 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"> • Nursery and Reception experience.
Knowledge	<ul style="list-style-type: none"> • A thorough knowledge and understanding of how children learn in Early Years Foundation Stage and how learning at this stage affects pupils future learning. 	<ul style="list-style-type: none"> • Experience of using Tapestry. • Experience of the new EYFS framework.
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"> • Masters in a relevant subject.
Experience	<ul style="list-style-type: none"> • Experience in both Nursery and Reception. • Knowledge and understanding of current EYFS framework for teaching and assessment. • Evidence of good classroom practice and EYFS skills. • Experience in effective involvement of parents in their children education. 	<ul style="list-style-type: none"> • Experience of being DSL, DDSL or EYDSL.
Other	<ul style="list-style-type: none"> • Able to demonstrate an awareness and understanding of data protection and confidentiality within the nursery setting. • To be compassionate and able to empathise and relate with the pupils, parents and staff. • An effective team player with ability to motivate and lead others. • A sensitivity to the needs of young people. 	

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

Key Stakeholders:

Internal – Colleagues, SSC staff

External – Parents, Agencies, Contractors

Signed: **Name (print):**

Date: