



Senior Leader: Head of EYFS

King Solomon Academy and Ark Paddington Green

Over the last four years, King Solomon Academy has consistently been one of the highest performing non-selective schools in the country. We are redefining what is possible and we are seeking an exceptional leader, ready to join the leadership team in our high-performing school and to contribute to the achieving of our mission. This is a unique opportunity to be part of showing what education can achieve.

In 2019, the EYFS settings at Ark Paddington Green and King Solomon Academy will combine into one shared EYFS setting that will serve 90 pupils per year group in Nursery and Reception, in addition to a brand new 2-year-old provision on site. This will make use of the fantastic EYFS facilities, with a very large outdoor provision (amongst the very best in central London) and a newly built nursery building.

For the Head of EYFS this is a very significant leadership responsibility and an opportunity to build an exceptional provision from scratch. By joining in September 2018, the leader will be instrumental in building the plans, both academic and operational, for September 2019 and beyond. In addition it is a chance to play a full role on a highly effective senior leadership team.

We are looking for a teacher and leader who is passionate about our school, our community and our pupils' life chances. The role of Head of EYFS combines excellent classroom teaching with a commitment to supporting the development of the character and self-belief of our youngest pupils, and act as a role model to the staff in these year groups as well as the wider staff body.

You will join an immensely committed team who are willing to work above and beyond the normal expectations of a school to make incredible things happen for our pupils.

In this role you will:

- Build a large EYFS setting including designing the buildings, constructing the curriculum and acquiring appropriate resources and hiring exceptional staff
- Be responsible for ground-breaking educational outcomes for pupils from an economically deprived background
- Benefit from weekly leadership coaching and development

- Join a team of like-minded colleagues
- Experience a range of development opportunities through being part of the Ark network

King Solomon Academy is a place where teachers learn how to improve their teaching, constantly striving to be the best they can be. Each teacher has a coach who supports their teaching with frequent drop-ins and action steps to improve our practice. Our teachers rapidly progress into being exceptional classroom practitioners. Our school is one which is transformational for staff and pupils alike.

To apply, and to see more information about the school and this role please visit <http://kingsolomonacademy.org/current-vacancies>. The deadline is **11am** on **Monday 21st May 2018**. To discuss the role, please feel free to email the Principal's PA, Shaheen Riaz (s.riaz@kingsolomonacademy.org) or phone on 02075636901.

Job Description: Senior Leader: Head of EYFS

Reports to: Head of Primary (KSA)

Start date: September 2018

Salary: Leadership Scale

The Role

To build a transformational EYFS provision that prepares our pupils for success through a rigorous curriculum, delivered by a well trained and expertly led team.

In 2018-19, the role will include leading across two EYFS settings, APG and KSA. During this first academic year, this will involve planning for the joining of the two sites in 2019, and from 2019, lead a ground-breaking provision for 2-5 year olds.

The role will include phonics teaching and team teaching but the leader will not be a named class teacher.

Key Responsibilities

- Take full operational leadership of EYFS at King Solomon and Ark Paddington Green in the 2018-19 year and the combined provision in 2019.

- Act as part of the primary leadership team and carry the responsibilities and expectations of a senior leader in a high performing school
- Role model excellent teaching in EYFS
- Create, maintain and foster excellent relationships with parents which define the long term and all-through relationships we will have with our families
- Manage induction of all new pupils into EYFS
- Lead and manage the EYFS staff holding them to a high standard
- In 2018-19 (and from appointment) play an active role in the planning of resources, new buildings, building refurbishment and resource procurement to create a high quality setting for the years to come.

Outcomes and Activities

Leadership of EYFS

- Demonstrate and ensure in the team that there is detailed and thorough knowledge of the Early Years Curriculum and of the KS1 Curriculum, including detailed knowledge of Early Years Assessment procedures and guidance
- Provide strategic leadership of EYFS ensuring there is a robust SEF and development plan in place, including appropriate analysis of EYFS data and pupil outcomes.
- Plan and deliver assemblies, trips, events and parent workshops
- Help keep systems organised, up-to-date and user friendly for all year and academy wide staff, ensuring consistency

As part of the senior leadership team

- Play an active part in the planning and delivery of whole school improvement
- Perform leadership duties including monitoring and evaluation, strategic planning, and duties
- Leading by example, having high expectations of yourself, embracing and personally demonstrating the school's ethos, vision and values, and expecting the same of all staff and pupils.

Teaching and Learning

- Meticulously plan and teach engaging and challenging lessons that pave the way for success in school and life
- Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons
- Set and maintain expectations of classroom organization and displays
- Complete all reporting on time
- Closely monitor progress and attainment of their pupils and use it to inform their teaching
- Provide content for and where necessary deliver high quality pupil interventions with direction from SENDCO
- Organize and participate in exciting and motivating trips and events

Character and culture

- Through observation and feedback, mentor year group teachers to ensure excellent positive culture in all lessons
- Analyse behaviour and attendance data to identify trends and act to address any issues
- Be held to account on attendance levels in Nursery and Reception and hold class teachers to account to ensure attendance and punctuality are maximised.
- Address misbehaviour by pupils in their year group, with appropriate consequences and parent meetings
- Model precise and consistent use of systems and routines to all teachers in their year group
- Ensure a consistent approach to managing pupil behaviour within the year group which aligns with the academy behaviour policy
- Keep meticulous records of all serious behaviour incidents
- Drive excellent culture and organisation to ensure the effective running of the school day for their year group, including communal times (e.g. lunch, break)

Leadership of staff

- Line manage staff in the Early Years team, including performing all leadership and line management tasks and processes
- Provide feedback to class teachers and education support staff that is supportive and leads to their rapid and sustained development
- Act as a role model in terms of professionalism and positivity in the staff body

Relationship management with parents

- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required
- Be held to account on attendance of parents to meetings/workshops
- Be a figurehead of communication and trust with parents
- Pro-actively share positive news about the year group, the pupil and the school with parents
- Seek out and act on feedback from parents
- Ensure parents are happy about and aware of how their child is doing in school

Other

- Perform additional duties and tasks required for the effective operation of the school, including: attending home visits, eating lunch with pupils, break supervision and other duties

- Undertake other various responsibilities as directed by the Principal or the line manager

Person Specification: Head of EYFS

Qualification criteria

- Qualified to degree level and above
- Qualified to teach in the UK
- Right to work in the UK

Experience

- Experience of playing a leadership role in EYFS
- Experience of teaching in EYFS
- Evidence of continually improving the teaching and learning through coaching of staff

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:

Leadership

- Effective team worker and leader.
- High expectations for accountability and consistency.
- Vision aligned with KSA's high aspirations, high expectations of self and others.
- Genuine passion and a belief in the potential of every student.
- Motivation to continually improve standards and achieve excellence.
- Commitment to the safeguarding and welfare of all pupils.

Teaching and Learning

- Excellent classroom practitioner.
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Has good communication, planning and organisational skills.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Alignment with KSA vision

- Totally aligned to the value, purpose and principles of all-through education
- Relentless drive to do whatever it takes to ensure all students succeed.
- The belief that with the right environment more than 95% of our pupils are able to excel at university.
- The courage and conviction to make a difference.

Communication skills

- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.

Problem solving

- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.
- Evaluate results and identify necessary actions.
- Make fact-based decisions.

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

Results and learning orientation

- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- A passion for teaching subject.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.

Other

- This post is subject to an enhanced DBS disclosure.