

**Head of Early Years Foundation Stage - Job Description**

Name: \_\_\_\_\_

Line Manager – Head of Primary School.

The Head of EYFS (HoEY) should be a highly organised, flexible and dedicated educator. He/she will work with the Head of the Primary School and Deputy Heads of Primary (Pastoral and Academic) in leading the Primary School of Dulwich College Seoul to excellence. The HoEY should be fully and passionately committed to the development of the Foundation Stage phase (Nursery and Reception) programme, setting and staff, and be a skilled and knowledgeable contributor to the Primary School Leadership Team's work.

**1. Knowledge and Skills.** He/She should:

- 1.1. Possess a detailed knowledge of the College's Philosophy and Objectives statement and how these principles influence the ethos and decision-making process in the school.
- 1.2. Employ the necessary collegial management skills to lead the school in the Head of Primary's absence and be an effective member of the Primary Leadership Team (PLT).
- 1.3. Ensure that such leadership skills serve the aim of school improvement through raising the standards of learning and teaching in the school.
- 1.4. Have an excellent knowledge of the Early Years Foundation Stage framework, DCI Engaging Spaces as well as international best practice for the 5s and under.
- 1.5. Have an excellent knowledge of early childhood development and with that establish an EYFS environment in which every child will thrive.
- 1.6. Be an excellent classroom practitioner and an inspiring role model for other teachers and TAs in the Primary School.
- 1.7. Effectively collaborate to write effective policy statements, development plans and other key documents.
- 1.8. Keep up-to-date with current educational initiatives and be able to lead and organise regular Professional Learning opportunities for fellow staff.
- 1.9. Raise the profile of EYFS within the school and community, and work hard to develop excellent relationships within the College, local community and with prospective families.
- 1.10. Demonstrate humour, honesty, modesty and a love of working with others on a daily basis.

**2. Responsibilities** – He/She should:

- 2.1. Ensure that the College's Philosophy and Objectives statement is widely published and understood within the age phase and its effectiveness monitored.
- 2.2. Ensure the well-being and safety of all children in the school through undertaking required training and following the DCI Safeguarding Framework and Health and Safety policies and procedures.
- 2.3. Ensure that appropriate measures are in place to promote a caring, tolerant and inclusive environment, which fully secures the pastoral and academic welfare of students and staff alike.
- 2.4. Teach up to a 70% EYFS timetable which will be decided in consultation with the Head.
- 2.5. Deputise for the Head of Primary in his/her absence.
- 2.6. Effectively lead, manage and inspire the EYFS team.
- 2.7. Take a leading role in contributing to the school's strategic development plans and monitoring individual action plans for curriculum subjects and other academic areas.



- 2.8. Prepare the academic timetable for the Early Years in association with the designated member of staff from the Senior School.
- 2.9. Attend, contribute to, lead and support others in whole school and age phase meetings as necessary.
- 2.10. Co-ordinate the provision of Professional Development of TAs within the Primary School with the Head of Primary and other designated staff.
- 2.11. Be the line manager for the EYFS team, teachers and TAs as well as other Primary staff as allocated by the HoP.
- 2.12. Monitor the quality of learning and teaching within the EYFS by the regular review of year group planning, assessment and specified subject areas with best practice inc DCI Engaging Spaces.
- 2.13. Lead and contribute to professional learning and PLCs within the Primary School for teachers and Teaching Assistants alike to ensure that the staff are up-to-date with current educational practices in EYFS and beyond.
- 2.14. Effectively support the Subject Co-ordinators and Year Leaders as part of the PLT, developing their leadership skills and role throughout the Primary School.
- 2.15. Liaise with the DCI Director of Schools (Early Years) and other Dulwich College EYFS/DUCKS Heads to enhance school improvement at the College.
- 2.16. Oversee the admissions tests and class placement for new children coming into the EYFS age phase.
- 2.17. Be involved in the recruitment process for new teachers and TAs.
- 2.18. Take a leading role in the induction and mentoring of new staff (EYFS and beyond).
- 2.19. Participate in the appraisal and performance management of staff in EYFS and elsewhere in Primary.
- 2.20. Co-ordinate with the Head of Primary, DHoPA and Subject Leaders to ensure the continuity and progression of learning throughout EYFS and the transition to KS1.
- 2.21. Lead the development of DCI's Engaging Spaces across EYFS – Y6.
- 2.22. Oversee the transition programme for children from EYFS to KS1 across all pastoral and academic areas.
- 2.23. Oversee the writing, implementation and review of policies and procedures for EYFS.
- 2.24. Plan and lead a comprehensive programme of parent engagement and parent education for EYFS families.
- 2.25. Assist in the preparation of duty rosters, meeting schedules and assembly lists in the Primary School in conjunction with the Deputy Head of Primary (Pastoral);
- 2.26. Oversee the effective provision of assessment, reporting and recording in EYFS (class and specialist teaching); ensure that assessment data is effectively used to improve the standards of teaching and learning in the EYFS.
- 2.27. Help maintain a safe and stimulating environment in the College in accordance with the relevant Health and Safety policies and procedures.
- 2.28. Take an active role in promoting the College in the wider community, being able to freely give time to support school productions and events, including time during the weekends and holidays when appropriate.

Jane Smith, HoP Oct 2018. Next review: August 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_\_