

HEAD OF EARLY YEARS CENTRE JOB DESCRIPTION

Job Title:	Head of Early Years Centre
Line Manager:	Head of Lower School

Purpose of Job

To be responsible for the day to day leadership of the Early Years Foundation Stage within the structure and management of the Lower School. The Early Years Centre of Harrow International School Bangkok is a large phase containing 19 classes and over 300 students. The successful candidate will support the Head and Deputy Head of Lower School in driving forward improvements and maintaining excellent outcomes for our students. Ideally, the successful candidate will already have experience as an Assistant Head/Deputy Head/Head Teacher. Professional development will be given.

Duties and Responsibilities

Leading Learning and Teaching

- Liaise with colleagues across school to ensure smooth transition of pupils between year groups/phases.
- Lead the development of a first-class learning environment.
- Co-ordinate the activities and play programmes
- Set a model of excellence in classroom practice throughout the Phase.
- Liaise with Lower School curriculum coordinators to ensure phase is well resourced
- Carry out all of the duties of a class teacher when necessary.

Phase Evaluation

- Monitor (in liaison with LS Leadership Team) the delivery of the curriculum.
- Track student progress, monitor standards of learning and teaching in order to set realistic academic targets for pupils.

Developing Staff

- Line manage Early Years Staff
- Lead appraisals of relevant staff members and facilitate CPD through providing training and support.

Wider responsibilities

- Coordinate curriculum timetables (in liaison with the Director of Studies) and rotas such as break times and assemblies and ensure staff follow the expectations and rules.
- Deal proactively with parental concerns
- Be an integral part of the Lower School LT assisting in the Leadership of the whole of Lower School
- Build strong relationships with parents and assist in the coordination and delivery of parent curriculum meetings and/or workshops as appropriate
- Lead assemblies
- Monitor the welfare of all pupils
- Coordinate Early Years admissions
- Arrange (and sometimes provide) cover for all classes and keep records of absence.

Personal and Professional Conduct-Maintaining High Standards of Ethics and Behaviour, within and outside School

- a. Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- b. Have regard for the need to safeguard students' well-being, in accordance with School policy and School safeguarding code of conduct
- c. Show tolerance of and respect for the rights of others
- d. Support and encourage fundamental values such as democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- e. Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- f. Have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in their own attendance and punctuality

Other Responsibilities

Any additional duties that the Head Master deems necessary for the effective operation of the School

Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Experience in a leadership role
- Familiarity with the National Curriculum of England (Plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of the School community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow International School Bangkok is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.