

Caddington Village School

EYFS LEADER SPECIFICATION FORM



APPLICANTS MUST DEMONSTRATE THE FOLLOWING KEY AREAS:

	Desirable (D) Essential (E)	Application (A) Letter (L) Interview (I)
TRAINING AND QUALIFICATIONS		
Qualified Teacher Status	E	A
Evidence of regular, recent and appropriate professional development in preparation for a Middle or Senior Leadership role	D	A L
Has successfully undertaken appropriate Child Protection and Safeguarding training	E	A I
Paediatric first aid training	D	A
RELEVANT EXPERIENCE		
At least 3 years, recent teaching experience in the EYFS	D	A L
Experience of teaching in an open plan Early Years Unit	D	A L
Leading and implementing Early Years practice	E	A L
Recent successful leadership of a subject area with a focus on raising standards	D	A L
To be a proven consistently good or outstanding Early Years teacher	E	L I
Evidence in leading change	E	L I
To have successfully contributed to staff development (e.g. coaching, mentoring, team planning/teaching)	E	L I
To have had involvement in the monitoring and evaluation of standards of teaching and learning	E	L I
Evidence of analysis of pupil data	E	L I
Evidence of implementing smooth transition to KS1	E	L I
Experience of working with children with EAL	D	A L I
KNOWLEDGE, SKILLS & ABILITIES		
Ability to lead on provision in an EYFS setting	E	L I
Sound knowledge of the revised Statutory Framework for the EYFS	E	L I
Sound knowledge of Development Matters	E	L I
Ability to develop and lead innovative and creative approaches to teaching and learning in the EYFS	E	L I
Ability to lead the EYFS team to assess children's learning and record achievement using an electronic journal (e.g. 2 Build a Profile / Tapestry)	E	L I
Knowledge and understanding of how children learn best in the EYFS including outdoor provision	E	L I
Good classroom management and organisational skills	E	L I
An understanding of the role of parents/carers	E	L I
High expectations for all pupils and the ability to track this through comprehensive assessment	E	L I
To be able to effectively use data, assessment and target setting to raise standards	E	L I
ICT skills to enhance teaching and learning in the EYFS	E	L I
Ability to lead the EYFS team to be creative, excellent teachers	E	L I
Ability to develop and lead others, to model best practice and support colleagues and hold to account performance	E	L I

PERSONAL SKILLS & ATTRIBUTES		
Willingness to support the values and ethos of the school	E	L I
Ability to work as part of an effective team showing enthusiasm, adaptability and flexibility	E	L I
Effective interpersonal and communication skills (both orally and in writing) to all stakeholders	E	L I
Ability to form good relationships with children, parents and colleagues	E	L I
An approachable, friendly yet professional manner	E	L I
A positive attitude towards change and development	E	L I
OTHER		
Commitment to high standards and continuous improvement in teaching and learning	E	L I
Willingness to participate in and lead additional activities e.g. curricular activities and events.	E	L I
Commitment to working closely and collaboratively with the EYFS team and other colleagues throughout the school	E	L I
Responsibility for pupil outcomes in the EYFS	E	L I
Ability to develop professionally as a strategic leader and member of the Leadership Team.	E	L I
APPLICATION FORM, LETTER & CONFIDENTIAL REFERENCES		
Two professional references (including positive recommendation from current employer)	E	N/A
Letters of application should address the criteria identified in this person specification, be no more than a maximum of 3 sides of A4 and contain no errors	E	L