



## COOPERSALE HALL SCHOOL

### JOB DESCRIPTION

**Job Title:** Head of EYFS

**Name:**

**Responsible to:** Headmistress, Miss Kaye Lovejoy

**General:**

In addition to the responsibilities of class teacher, the Head of Early Years will have the following responsibilities:

- To share responsibility with the Headmistress for setting the ethos of the School, future planning and ensuring the smooth running of the School.
- To ensure excellent behaviour throughout the School.
- To assist the Deputy Head with decisions concerning the organisation and day to day running of the School in the absence of the Headmistress.
- To play a major role, together with the Headmistress and other Senior Leadership Team members, in formulating policy and continually reviewing and developing procedures. This will include the assessment of current practice and the implementation and management of change.
- To take a leading role in preparing for School Inspections, especially in the EYFS.
- To be a member of the Crisis Management Team.
- To be a team leader for Performance Management and provide support for staff.
- To be a member of the Senior Leadership Team.

**General Responsibilities:**

- To assist the Headmistress by promoting the School in:
  - Attending school plays and concerts where possible
  - Attending Parents' Association meetings and functions where possible
- To liaise with staff and organise practical arrangements for school events.
- To organise and lead EYFS and school Assemblies
- To be involved in the writing and review of school policies and the School Improvement Plan.
- To attend Senior Leadership Team meetings.
- To organise EYFS meetings as required, ensure the provision of agendas and minutes and pass copies to the Headmistress and School Office.
- To liaise with parents on a formal/informal basis when necessary.
- To act as a Deputy Designated Safeguarding Lead and to undergo the required training.
- To arrange EYFS events and outings to enhance the curriculum.
- To oversee the day-to-day organisation of the EYFS.
- To liaise with the SENCo and Assistant SENCos in ensuring that there is an effective and workable programme for extending and challenging the more able.
- To ensure that the school meets the curricular requirements of pupils, including the very able, SEND and EAL pupils.
- To ensure that there is equality of access and opportunity for all pupils to learn and make progress.
- To develop cross-curricular links and opportunities for ICT.
- To consider the implementation of extra-curricular clubs to generate further interest.
- To oversee the assessment process in the EYFS, ensuring that there is regular assessment and observation of pupils that is recorded appropriately.
- To help track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage.

**Line Management Responsibilities:**

- To be a link between EYFS staff and the Key Stage 1 Coordinator and Headmistress.
- To assist members of the Line Management team with reporting to parents.
- To organise Line Management meetings.
- To have an overview of the subject schemes of work
- To oversee department and subject improvement plans where necessary, liaising with Subject Coordinators.
- To oversee lesson planning.
- To undertake regular work scrutinies, including planning and exercise books.
- To observe lessons as part of the induction programme and Performance Management.
- To ensure the timely and accurate completion of pupil reports.
- To help identify the training needs of staff, encourage Continuing Professional Development (CPD) and liaise with the CPD Coordinator when necessary.

**EYFS Responsibilities – Curricular:**

- To ensure the delivery of a balanced curriculum throughout the EYFS.
- To ensure that school policies, guidelines, schemes of work and plans are implemented within the EYFS.
- To use assessment and evaluation to inform future planning.
- To liaise with all members of the EYFS to monitor the learning programme provided, ensuring that there is continuity and progression.
- To liaise with KS1 staff to ensure consistency and progression throughout the School, including passing on all records and documentation to Y1 teachers at the end of the year.
- To help organise whole school events, such as Speech Day and plays.
- To synchronise areas of work/books to enhance coordination throughout the EYFS and to ensure a smooth transition from the EYFS to Key Stage 1.

**EYFS Responsibilities – Administrative:**

- To organise EYFS Parents' evenings.
- To advise EYFS staff on the writing of reports.
- To read and check all Key Stage reports before passing them to the Headmistress.
- To organise EYFS assemblies in liaison with the Headmistress.
- To oversee resources used throughout the EYFS so that resources are used to their maximum benefit.
- To organise, oversee and/or assess potential 2+, 3+ and 4+ children and liaise with the Headmistress to offer places.
- To help draw up the staff rotas for break, lunchtime and late duties in consultation with the Senior Leadership Team.
- To help oversee the drafting of the EYFS timetable.

**EYFS Responsibilities – Pastoral:**

- To assist in the induction of new staff in the EYFS.
- To assist the Headmistress in ensuring the school has a happy and disciplined environment.
- To act as a mentor for supply staff covering for absent teachers.
- To deal with pastoral matters relating to staff and children in the EYFS and keep the Headmistress informed of any problems.
- To monitor the pastoral care and welfare of each child in the EYFS.

**Personal and Professional Development Responsibilities:**

- To keep abreast of national and local educational developments and advise the EYFS staff and Headmistress accordingly.
- To identify training needs to further develop the role on the SLT as recognised by the Early Years Foundation Stage Co-ordinator and/or Headmistress.

The Head of EYFS should be prepared to undertake other such specific duties that may from time to time be assigned by the Headmistress.