



JOB DESCRIPTION

Job Title: Head of EYFS

Reports to: Master of the Lower School

This exciting new post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have a background in pre-prep education with proven management experience of EYFS and KS1 education. The post offers a generous salary and excellent working conditions.

Role and Specific Responsibilities:

- Ensure a complete and engaging EYFS curriculum is covered
- Ensure parents are included in record keeping, monitoring and reviewing the progress of their child
- Responsible for teaching the Reception class
- Create a stimulating environment which supports learning
- Assess, record and report on children's development, progress and attainment, setting clear targets which build on prior attainment
- Develop positive relationships with pupils, parents and colleagues
- Offer an after school club activity once a week
- Complete regular medium term plans, following guidance from the Deputy Head (Academic). These are to be submitted within one week of the start of each term. Prepare all lessons and Preps in line with these plans
- Prepare reports using the school management information system in line with the advertised deadlines given out each term
- Meet parents at two Parents' Evenings and an Information Evening each academic year
- Consistently apply the school's rewards and sanctions policy
- Undertake a range of duties as directed by the Head of Pre-Prep
- Keep classroom areas tidied and ordered, display work should be changed at least once per term
- Attend the majority of assemblies and be present for the weekly assemblies taken by the School Chaplain and the Master of the Lower School
- Be involved in extra-curricular activities such as the school play and be willing to assist with school trips and residential outings
- Attend Open Days and the Entrance Examination assessments
- Attend courses and visit other schools to further their professional development

General

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and the role; and any other duties that may be reasonably required by the Master of the Lower School.



PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
Experience of teaching and training	X	
Detailed and thorough knowledge of the Early Years curriculum	X	
Detailed and thorough knowledge of Early Years assessment procedures	X	
Management experience in a pre-prep or primary school		X
Skills and competencies		
Strong commitment to Safeguarding	X	
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Think creatively and strategically	X	
Proven organisational and planning skills	X	
Personal Qualities		
Passion for learning	X	
Commitment to succeed	X	
Dynamic and energetic	X	
Loyal and discreet	X	
Decisive	X	
Stamina and resilience	X	
In tune with the ethos and aims of Norwich School	X	



BENEFITS

Salary

The post is offered at a salary commensurate with skills, experience and qualifications.

Teacher's Pension

Teaching staff are eligible for membership of the Teacher's Pension Scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

Personal Accident Insurance Scheme

Staff are eligible for free membership of the Personal Accident Insurance Scheme.

Fee Remission

The school's standard remission on tuition fees for teaching staff, currently at 50% pro rata for each child, is available if your children are admitted to Norwich School

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme and the Childcare Voucher scheme.

NOTE: Please note that Norwich School and the Lower School are located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.