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# St. Nicholas Preparatory School

# With Montessori Nursery & Reception

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# Cognita Mission Statement

“Enriching our children to achieve more than they believe they can”

**Cognita Values**

Excellence

Respect

Integrity

Collaboration

Accountability

**St Nicholas School Aims**

St Nicholas Preparatory School is an independent school promoting a rich and varied education in which all children are valued equally and encouraged to fulfil their potential.

We offer a structured and challenging environment.

Children are rewarded for the highest standards of behaviour, effort and academic achievement.

**St Nicholas School Values**

Ambitious

Resilient

Respectful

Kind

Together we are a Team

**Shared Responsibilities**

All members of staff have shared responsibility to comply with all policies and procedures relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

All employees should promote relationships based on mutual respect where all are treated with dignity and fairness promoting equality of opportunity and co-operation.

Effective communication is the responsibility of all staff and inclusive of all appropriate stakeholders (e.g. pupils, colleagues, parents, outside agencies etc).

Additionally all members of the teaching staff should aspire to excellence and, if not already, to become, outstanding teachers. All should comply with the DfE Teachers’ Standards.

# OUTLINE JOB DESCRIPTION

**Job Title:** **Head of Early Years (Maternity leave cover April 2018-end summer term 2019)**

**Reporting To:** The Headmistress, Deputy Head

**Internal Contacts:** All school employees, pupils

Members of staff in your department

(EY Class teachers and Teaching Assistants)

Pupils,

Volunteers

**External Contacts:** Education establishments, suppliers, parents

# OUTLINE JOB DESCRIPTION

# PURPOSE OF JOB: The Head of Early Years is the primary point of contact for pupils and parents of Foundation Stage (Early Years) pupils in all matters pastoral and academic. He/she leads learning and teaching in the Early Years Foundation Stage (EYFS), including Nursery and Reception classes, and is responsible for Child Protection in Early Years.

KEY DELIVERABLES

**Leadership**

1. To be a role model to your team and the pupils aspiring to excellence in all things
2. To promote innovation in the EYFS setting and lead staff effectively in promoting an inspiring EYFS curriculum
3. To contribute to the development of the School Improvement Plan and to prepare an annual Early Years improvement plan in line with the agreed SIP.
4. To organise and lead department meetings and produce minutes to be circulated to your team and SLT
5. To be a supportive and proactive member of the SLT, including attending regular meetings and being involved in the leadership and the development of the strategic direction of the school
6. To prepare materials for the appointment of new staff and have input into the recruitment process when requested to do so by the Head
7. To support new members of staff in the Early years Foundation Stage (EYFS)
8. To create opportunities for discussion and professional development and to promote opportunities for INSET training, leading where appropriate, including CPD sessions
9. To review regularly policies in the St Nicholas Staff Handbook and Parent Handbook as appropriate to your position and responsibilities.
10. To promote the appropriate use of ICT
11. To ensure that all events appropriate to the EYFS or whole school are properly planned, promoted and celebrated
12. To coordinate the smooth running of timetables and lesson scheduling
13. To run the EYFS budgets
14. To organise the EYFS general stationery and equipment
15. To monitor all EYFS Clubs and activities
16. To represent the EYFS at official functions
17. To ensure the EYFS follows excellent Montessori philosophy and practice
18. To ensure the Foundation Stage follows the guidance and practice of the EYFS and to assist the Head in preparing for inspections
19. To ensure appropriate staff/pupil ratios are in place and liaising with the deputy Head, put in place cover as required when staff are absent
20. To ensure pupils’ well-being, through pastoral development and intervention
21. To oversee the tracking and progress of all children in Early Years
22. To liaise with the SENCO and coordinate meetings between staff and parents regarding any children with SEN
23. To oversee the organisation of any trips in the EYFS and ensure the necessary paperwork is completed and submitted to the Educational Visits Coordinator (EVC)
24. To input all pupil information into the Early Years Census every term.
25. Be involved in the Performance Management and Appraisal (x3 year meeting, x2 year observation) of EYFS colleagues as directed by the Head
26. To carry out any other duties as directed by the Head in relation to fulfilling the duties and responsibilities of the role

#### Admissions and Marketing

1. To liaise with the Registrar and Head of Marketing as required and contribute in the promotion of EYFS and the school, including speaking at Open Days and undertaking parent tours as required
2. To support the admissions process for prospective pupils across EYFS, including overseeing the pupil assessments for entry into Reception
3. To ensure the EYFS pages on the newsletter are up to date, that forthcoming events are promoted on the Week Ahead/Newsletter and written up afterwards to celebrate all that has been achieved and enjoyed.
4. Maintain appropriate level of liaison with outside bodies and other agencies where needed.

#### Academic

1. To promote the highest attainment and progress for each and every pupil in the EYFS
2. To co-ordinate and ensure effective academic progression from Nursery to Year 6 with reference to the EYFS
3. To review schemes of work to ensure they meet the needs of all pupils and, where appropriate, “to reach beyond” the agreed curriculum.
4. To promote teaching methodologies to suit a variety of learning styles. Including the use of ICT
5. To monitor the curriculum delivery and effectiveness of teaching by a range of methods including planning scrutiny, lesson observations, learning walks, book scrutiny etc.
6. To identify, track and provide proper learning experiences to enable access for all pupils and with specific reference to Gifted and Talented, SEN and EAL.
7. To identify, track and ensure effective assessments and feedback of pupils’ attainment and progress and to ensure consistency in marking across the department.
8. To maintain and update manual and computer records of pupil marks and progress and to use this data to analyse trends in performance and initiate interventions as appropriate.
9. To use data to improve teaching and learning.
10. To maximise the opportunity for extra-curricular trips to support the curriculum

**Assessment and Reporting**

1. To oversee regular assessments of pupils’ attainment and progress using workbooks, EYFS Development matters and the Tracking System.
2. To read through all reports on pupils’ attainment and progress twice a year.
3. To attend parents’ evenings to discuss pupils’ progress with parents.
4. To provide written reports on pupils on request e.g., for school transfers.
5. To oversee the continued assessment for the Foundation Stage Profile (FSP). To be completed and moderated at the end of the Summer Term for all Reception children.

#### Finance and Resources

1. In liaison with the Head, to manage effectively the KS budget to promote the best learning environment for the pupils
2. To ensure fair/adequate distribution of resources
3. To obtain authorisation for expenditure

**Person Specification**

* Degree in Early Years with Qualified Teacher Status (QTS) or equivalent
* A strong knowledge of the EYFS and ideally, the Montessori philosophy / methods
* Recent experience of taking on extra responsibilities in the EYFS setting and managing staff
* High standard of English, Maths and IT skills
* Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
* An understanding of safeguarding procedures and child protection methods and responsibilities
* Good behavioural management skills
* Evidence of a commitment to good teaching practice with an aspiration to excellence
* Ability to form and maintain appropriate relationships and personal boundaries with children
* Ability to work and contribute well within a team and its development
* Excellent Communication skills (both oral and in writing) to a variety of audiences
* Understanding and awareness of the value of careful planning as an aid to raising standards in teaching and learning
* Evidence of participation in professional development or study
* Able to demonstrate fit with our company values: Excellence, Respect, Integrity, Collaboration and Accountability – and passion for our overall vision: ‘to enrich the lives of children and challenge them to achieve more than they believe they can’.

**Remuneration**

* According to experience and qualifications
* Teachers Pension Scheme
* The school is committed to the further professional development of employees and the post holder would be able to take full advantage of training provided by Cognita and other providers

**Education and Skills**

* Degree in Early Years or other subject
* Qualified Teacher Status (QTS) or equivalent
* Evidence of further professional development and able to demonstrate fit with our company values: Excellence, Respect, Integrity, Collaboration and Accountability – and passion for our overall vision: ‘to enrich the lives of children and challenge them to achieve more than they believe they can.

**Remuneration**

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*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK and/or criminal policy checks for all other countries lived or worked in for a period of 3 months or more since the age of 16 (irrespective of whether they worked in those countries).*

JW/Jan 2018