

# SAINT CHRISTINA'S SCHOOL



## **Job Description for the Head of Early Years**

### **Role Summary**

The person appointed will be required to support the Headteacher in promoting the aims and ethos of the school, in particular, to support the distinctive mission of Saint Christina's Schools. He or she must be an outstanding classroom practitioner and be able to manage pupils, staff and parents. He or she will also be required to teach the Nursery class with release time for planning, assessing and carrying out EYFS duties.

**Job title:** Early Years Class Teacher and Head of EYFS

**Responsible to:** The Headteacher and Deputy

### **Early Years Class Teacher**

- Make a real contribution to the Catholic ethos of the school and the achievement of the school's 'Mission Statement', visions, aims, objectives and policies as indicated in the Staff Handbook
- Ensure the Early Years Foundation Stage statutory requirements are followed
- Support preparations for ISI inspections
- Lead new parent talks and transition talks to parents
- Support EYFS Nativities, Sports Day etc. and lead EYFS Liturgies weekly
- Sort out queries from parents/staff members within the department
- Attend training when required
- Liaise with the Bursar regarding Health and Safety issues
- Ensure awareness of which children cannot be photographed
- Lead regular Phase meetings
- Be aware of the marketing needs for EYFS and promote the school where possible
- Set an example as a positive role model, in terms of behaviour, punctuality and dress, for the pupils, staff and parents within the school
- Endeavour to build up a good relationship with the class and parents so that they will look to you for support and advice
- Be involved with school events even outside school working hours
- Attend training courses in line with the development needs of the school
- Set up and maintain a prayer corner in the classroom with appropriate liturgical colours/religious season
- Write weekly bulletins to keep parents informed about the class's learning for the term
- Keep a record of all meetings with parents in a parent meeting file and pass it on at end of year to the next teacher.

### **Teaching and Learning**

- Teach in accordance with the ethos of the school, thus creating, maintaining and developing the conditions of care for the pupils to enable them to achieve effective learning
- Plan activities in accordance with the Early Years Foundation Stage curriculum
- Take account of children's prior levels of attainment and use them to set out future next steps
- Identify and work appropriately with special educational needs pupils and more able and talented pupils through differentiated activities
- Ensure appropriate 'next steps' are set to meet the individual needs of the children
- Set appropriate, interactive and challenging age related activities that enhances the children's learning and development and encourages independent learning
- Save planning on the server each week
- Display children's work in an interesting manner
- Prepare weekly/daily lesson forecasts plans and ensure TAs are involved in planning
- Attend and contribute positively towards staff meetings
- Work as a member of the staff team, moving the school forward
- Keep up to date with emerging technologies to enable the school to move forward in ICT
- Manage effective transitions between Nursery and Reception and Reception and Year 1

### **Assessment, recording and reporting**

- Use assessment and data analysis to track pupils and to inform planning
- Carry out required Early Years assessment/tracking procedures
- Ensure staff in Reception carry out baseline and annual assessments in accordance with LA regulations
- Keep and maintain records of the pupils' achievements/assessments
- Ensure activities are differentiated and needs of all the learners are met
- Ensure appraisal targets are recorded and achieved where possible and you are committed to your own development
- Carry out both formative and summative assessment to ascertain pupils' progress
- Liaise with parents and attend Parents' Meetings both formal and informal
- Write and proof read detailed annual reports and compile each pupil's report from specialist teachers, photo copy and ensure copies are filed and saved on system.

### **Health & Safety**

- Undertake First Paediatric training and ensure health care plans, records of injuries both in and out of school are maintained
- Understand fully all EYFS and ISI compliance regulations and keep the SLT fully informed of changes
- Be aware of health and safety and security requirements within the school and
- Take responsibility for the welfare, discipline and safety of the children
- Undertake training in Child Protection to be the designated lead for EYFS, fire marshalling, educational visits and paediatric first aid when required and uphold the policies

- Ensure the school EYFS policy is followed on undertaking off site visits/trips/rations etc. and always visit a place prior to the visit taking place
- Be fully aware and train children and staff what to do in the event of a fire
- Be fully aware of the school safeguarding procedures and implement them when necessary
- Liaise with other members of staff regarding your pupils and their welfare
- Ensure that your classroom and cloakrooms are kept tidy and manageable
- Carry out risk assessments on the classroom, outdoor area and on off/site visits
- Enforce all relevant safety requirements throughout the school such as signing in and out each day.

### **Professional Development**

- Keep abreast of subject and department developments
- Identify own development needs through discussion with the Line Manager and participate in the annual appraisal process.

### **Further Tasks**

- In addition, the Head of EYFS will undertake further tasks as may be reasonably directed by the Headteacher.

**Note:** The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the SLT and the Governing Body.

**A requirement of this post is total confidentiality with regard to any information obtained during your duties and in particular any home / school information.**