



Durham School for Girls Doha

Head of EYFS

The Role

The Head of EYFS will be a key member of the Primary Leadership team. She will work closely with the Vice Principal (Primary) and Primary Deputy Heads to establish the systems, structures and processes to enable a smooth operation within the EYFS. The Head of EYFS will assume responsibility for ensuring that high standards are met in this area of the school. She will be a highly visible and engaging ambassador for the school and a credible role model. The Head of EYFS will promote the values, ethos and philosophy of the school and the vision and values set out by the school and ensuring Qatari National Identity and values are at the center of all we do.

Responsibilities are summarised below:

Strategic Direction, Development and Accountability

- As a member of the Primary SLT to be involved in formulating, and having the responsibility of delivering, the strategic goals of the school.
- To develop and promote a vision for the EYFS that is innovative, irresistible and distinctive.
- To promote the highest standards of student attainment and achievement in the EYFS.
- To be a highly visible presence and lead by example, providing inspiration and motivation.
- To inspire a love of learning through the EYFS.
- To inspire and enthuse members of the team, with a clear vision for the direction of the EYFS.
- To implement innovative initiatives to contribute to student success and wellbeing and ensure that UK and International educational developments are implemented where relevant to meet the needs of the Early Years.
- To ensure that school's policies and strategies are embedded in the EYFS.
- To produce an annual EYFS review and strategic plan for improvement.
- To ensure the health and safety of pupils and staff within EYFS areas.
- To establish and maintain a climate within the EYFS of positivity and inclusivity where pupils feel safe and secure, ensuring excellent behaviour and progress.
- To oversee pupil progress within the EYFS and lead on data discussions to ensure appropriate interventions are in place along with the Deputy Head (Academic)
- To ensure the EYFS provides the best possible educational experience both in and out of the classroom.
- Ensure messages from the Senior Leadership Team, and Principal, are clearly, and effectively communicated, and that all personal actions are seen to consistently support SLT decisions.

Leadership and Management

- To be responsible for the day-to-day organisation and management of the EYFS staff, pupils and parents.

- To lead and manage the EYFS team, in liaison with the Deputy Heads and Vice Principal (Primary)
- To manage the responsibilities of the Head of Year within your teaching year group, ensuring the effective implementation of planning and the curriculum to uphold high standards in teaching, learning, and student well-being.
- Provide leadership, vision and direction that supports innovative teaching and learning, and secures the delivery of high standards of achievement, which is fulfilling and engaging for all students and staff.
- To deal positively and proactively with parents and pupils and address any concerns or complaints effectively and in a timely manner.
- To oversee and support the EYFS year lead, ensuring consistency in planning, teaching, and assessment across all EYFS classes.
- To oversee the budget for the EYFS.
- To coach and performance manage teacher to improve their performance and to support their career development.
- To support the team to respond effectively to challenging circumstances and changes within the school.
- Work with the Principal and SLT to manage accurate and timely appraisal and performance management systems, which includes quality coaching and mentoring and appropriate professional development for all staff, in line with the school development plan and performance management processes.
- To empower staff to develop their leadership potential by delegating tasks effectively.
- To lead regular meetings and attend and data and other meetings as required.
- To work closely with the Vice Principal and Deputy Head (Academic) to monitor and evaluate teaching and learning within the EYFS.
- To proofread EYFS reports.

Admissions and Marketing

- To support the marketing of the EYFS through attendance and, where required, presentations at events including Open Mornings and online events.
- Along with the Deputy Heads and Vice Principal (Primary), create and implement a series of parental engagement events which will not only aid retention of current pupils and academic progress.
- To contribute to marketing materials
- To work with Admissions and be involved in the assessing of potential new pupils into the Early Years and assess suitability for chosen courses.

Teaching and Learning

- Develop and implement a broad and relevant EYFS curriculum which embraces innovative approaches to teaching and learning, is at the forefront of best practice, and meets the needs of all students.
- Introduce best practices from leading international EYFS models while ensuring alignment with the school's ethos and educational vision.
- Ensure a safe and productive learning environment that is engaging and fulfilling for all students, monitoring and evaluating the curriculum to ensure it remains relevant and delivers quality and value for money.

- Act as an excellent role model for the staff and students, promoting excellence, quality, and high expectations by ensuring the highest levels of quality teaching in own classes, and a continuing desire to improve and learn.
- Assist the development and implementation of differentiated scaffolded learning opportunities and strategies to support the needs of all students.
- Teach an Early Years class and act as their class Teacher.
- Liaise with Deputy Heads and Vice Principal (Primary) ensuring appropriate opportunities are available for gifted & talented, those with learning difficulties and behavioural challenges.
- Embed data and benchmarking systems to monitor progress, raise standards, record and report assessment data, and ensure a continuous and consistent school wide focus on students' achievement, engaging support of parents.
- Actively monitor the quality of teaching, learning and assessment in line with policy and ensuring quality assurance against teacher standards. Conduct allocated observation activities, planning assessment, moderation and work scrutinies, ensuring appropriate oversight of reporting, homework and assessment policies and procedures.
- Ensure a seamless transition from EYFS to Key Stage 1 by aligning teaching strategies, expectations, and assessment practices.

Pastoral Care

- Work along with the Deputy Head (Pastoral) and Deputy Head (Wellbeing), to ensure the highest standard of pastoral care for EYFS students through an effective system to support the physical, mental, and social wellbeing of the pupils.
- To promote, support and encourage appropriate standards of behaviour, uniform and relationships of all in the Early Years
- To be responsible for the day-to-day management of staff in their pastoral roles, and to act as a positive role model.
- To undertake investigations into disciplinary matters as needed, liaising with the Deputy Heads and Vice Principal where appropriate.
- To lead any assemblies, encourage full attendance at all lessons and pupil participation in other aspects of school life.
- To monitor attendance and punctuality within the EYFS and contact parents if either of these becomes a concern.
- To have good lines of communication with the parents/guardians in the EYFS
- To celebrate pupil success within the EYFS.

The above is not an exhaustive list. Applicants must be willing to undertake other reasonable duties as requested by the Vice Principal and any duties that the principal deems necessary for the effective operation of the school

Name: _____

Signature: _____

Date: _____