

Job Description – Head of Early Years

Head of Year	Early Years
Grade/Hours	Full time
Reports to	Headteacher
Responsible for	Early Years Staff

At Hampstead Hill School the whole community have a responsibility and duty of care to ensure that everyone is kept safe from harm and neglect. With our School values at the centre, we are committed to provide a secure and supportive environment in which children can develop and grow into respectful and responsible people. At HHS we take our safeguarding responsibility seriously and operate within a culture of vigilance that is proactive.

Hampstead Hill School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Purpose and Dimensions

- Carry out professional duties in line with the current Teacher's Standards, Teacher's Protocols, early years statutory framework and school policies.
- Adhere to the school's Staff Code of Conduct and demonstrate high standards of personal and professional behaviour.
- Deliver high-quality teaching and provide leadership to ensure outstanding learning outcomes for all Early Years pupils.
- Take overall responsibility for the leadership, management and strategic development of the Early Years curriculum, ensuring the effective use of resources.

The role requires the use of interpersonal skills in the design and implementation of teaching programmes on a daily basis along with extensive creative thinking both written and spoken. The post holder will be required to utilise problem solving techniques in removing any barriers to learning.

Key contacts:

- Pupils, parents/carers and staff on a daily basis.
- External contacts when supporting the academic, social and emotional development of pupils, including educational psychologists, health professionals, community organisations and in the co-ordination of trips.

Main Responsibilities

Teaching and learning

- Support the Principal, Headteacher and SLT in setting and upholding the school's vision and ethos.
- Plan, prepare and deliver engaging and differentiated lessons that cater to the individual needs of Early Years pupils and meet curriculum requirements.
- Assess, record, monitor and report on pupil progress and personal development, supporting the accurate reporting of achievement.
- Maintain a stimulating and effective learning environment that encourages participation and engagement.
- Use consistent behaviour management strategies in line with school policy to promote positive behaviour and pupil responsibility.
- Mentor and model best practices for Early Years staff, staying up to date with current educational theories and teaching methodologies.

Leadership and Strategic Development

- Develop and implement strategic plans for Early Years, contributing to the school's self-evaluation and improvement planning.
- Plans are supported by a clear and achievable action plan.
- Set high expectations for all Early Years pupils, inspiring and motivating staff to achieve and maintain these standards.
- Lead curriculum planning and oversee the delivery and continuity of the Early Years Foundation Stage Framework, measuring impact on teaching and learning.
- Take a leading role in developing behaviour and discipline policies to ensure a positive learning environment.

Managing and Supporting Staff

- Provide leadership, guidance and support to Early Years staff, fostering a collaborative working environment.
- Monitor the quality of teaching and learning through observations and analysis of performance data, ensuring high standards.
- Organise and lead professional development programmes for Early Years staff, including induction and ongoing training.
- Establish effective working relationships with staff, supporting their development and promoting a culture of high expectations.

Data Analysis and Reporting

- Take responsibility for collecting, analysing and reporting data on pupil progress to inform teaching strategies and interventions.
- Use data to identify trends, track pupil performance and ensure appropriate support is in place to maximise learning outcomes, including children with SEND or EAL.

- Regularly update the Headteacher and SLT on the progress of Early Years pupils, highlighting key achievements and areas for improvement.

General Duties

- Attend, lead and assist in assemblies and school meetings.
- Supervise Early Years pupils as needed during school hours, ensuring their safety and wellbeing.
- Participate in the school's performance management system, contributing to setting and meeting improvement targets.
- Undertake administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and materials.

Collaboration and Communication

- Communicate effectively with colleagues, parents/carers and external professionals to support pupil welfare and progress.
- Provide feedback on pupil progress, addressing concerns and implementing targeted interventions as necessary.
- Work with colleagues on cross-curricular projects.
- Participate in staff meetings, professional development days and relevant CPD opportunities.
- Collaborate with the SLT, SMT and other key staff members to support the holistic development of Early Years pupils.

Staff Development, Training, Reviews and Meetings

The post holder will be committed to attend regular meetings and staff trainings and participate actively and effectively in their own development through supervision and the performance management processes.

- Engage in ongoing professional development through training, courses and performance evaluations.
- Attend and lead relevant staff meetings, contributing to school-wide initiatives and planning.
- Attend functions outside of normal work hours, such as parents' evenings, open days and social events.

Standards and Quality Assurance

- Uphold and model the school's values of respect, kindness, community, curiosity and conservation.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Headteacher.
- Adhere to health and safety policies and ensure they are reflected in daily practice.
- To ensure that school policies are reflected in daily practice.

Health and Safety

- Hampstead Hill School is committed to safeguarding and promoting the health, welfare and wellbeing of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services.
- The post holder will take reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety policy.
- As an employee, the post holder is required, under the Health and Safety at Work Act 1974, to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Report all concerns to an appropriate person.

Confidentiality

Under the provision of the Data Protection Act, it is the responsibility of each member of staff to ensure that all computerised personal information relating to pupils and other members of staff, which s/he has, access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action.

Disclosure and Barring Service

This post will result in you having substantial contact with children. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will be subject to an Enhanced Disclosure and Barring Service check.

Probation Period

All staff are subject to a 3-month probation period upon the start of employment. During this period, the employer or employee may give a one week's notice period. After the probation period, a probation meeting will take place in which your performance will be evaluated to determine if the probation period will be cleared or extended, or if it results in a staff dismissal. Once the probation period has been cleared, the notice period for a resignation will be one full term's notice.

Please note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed as needed as part of the performance management process.

All Hampstead Hill School employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

Respect. Kindness. Community. Curiosity. Conservation.

Approved by Job Holder			
Name			
Signature		Date	
Approved by Headteacher			
Name		Position	
Signature		Date	