



KING'S
GLOUCESTER
SINCE 1541

Head of Early Years

September 2018



Dear Applicant

The King's School, Gloucester is a wonderful school in which to work. Little King's encompasses the Nursery, Kindergarten and Reception Classes. The Head of the Early Years (HEYFS) is known as The Head of Little King's. Pupils join Little King's when they are rising 3 and join the combined Kindergarten and Nursery choosing from a selection of sessions during the week. At King's we focus on nurturing talent and taking care of the individual. With the Cathedral ethos at the heart of all that we do, we strive to provide our children with a balanced, enriching curriculum starting from the Early Years. Little King's was rated as excellent in our last inspection which came as no surprise as the staff are a caring, hard-working team who go out of their way to provide an exciting learning environment for our pupils. Little King's recently moved into a new, bespoke area of the School and the classrooms, outdoor play area, support rooms and kitchen were designed with the very youngest children in mind. As part of our Keystones Approach, the Little King's Team work very closely with parents to develop social, physical, creative, emotional and spiritual opportunities alongside the academic challenges in order to enrich and facilitate deeper learning.

I feel very fortunate, as the Head of the Junior School, to work alongside a very dedicated group of colleagues. The Head of Little King's sits on the Junior School Management Team and plays an integral role in the strategic running of the Junior School. In addition, the Head of Little King's meets regularly with the Headmaster to ensure that the Early Years remains firmly on the whole School agenda.

The current Head of Little King's has enjoyed being in the role for 17 years and is planning to retire at the end of this academic year. As a result, we are looking for a passionate educator who wants to inspire pupils, parents and colleagues at the starting point of the King's Gloucester journey.

Having started my teaching career with very young children, I believe passionately that a good head start sets the tone for the rest of a child's education. The style of learning that takes place in the Early Years' classrooms serves as an excellent example to other practitioners across the School and there is a great deal to gain by watching the children in the Early Years learning through discovery.

Please take a good look at our website and prospectus in order to gain further insight into all that we do in this exceptional School. Should this role, and being part of the cherished King's Community, excite you then I look forward to receiving your application using the forms provided.

Yours sincerely

Mrs Anne Haas
Head of Junior School



JOB DESCRIPTION

Head of Early Years

Department: Early Years

Line Manager: Head of Junior School

Role

Little King's is the start of our journey in every sense and forms the foundations upon which further learning can flourish: it comprises of up to 50 pupils and 8 staff and is the main point of entry to the School. It occupies delightful premises and is very well-resourced with access to all other areas of the School.

The Head of Little King's has day-to-day oversight of the Early Years Section of the School and can rely on the support of the Headmaster, and other members of the Senior Management Team, as appropriate. The Head of Little King's is a member of the Junior School Management Team, reporting to the Head of Junior School and working closely with her as well as other members of the Senior Management team.

Aims of post of responsibility:

The Head of Little King's is responsible for effectively leading and managing the Early Years Section to the highest standard, so that staff give the best possible care to pupils in their charge and achieve the highest quality teaching and learning across all years. Working in close co-operation with the Headmaster, Head of Junior School, Little King's staff and other members of the SMT, s/he will:

GENERAL

- ensure the smooth running of Little King's and take a lead role in the development and delivery of the pastoral and academic curriculum;
- enable all pupils to develop their abilities and personalities;
- ensure access to a broad and balanced curriculum in a creative and stimulating environment;
- respond effectively to change and challenges that arise from developments affecting education;
- further develop the partnership between sections of the school, staff, parents, children and the community.

CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY

- work with the staff to provide a welcoming, well-maintained and stimulating environment which supports the physical and emotional well-being of all pupils, ensuring they feel safe and confident;

- promote high expectations of behaviour of pupils and staff, and maintain the School's positive ethos and values ;
- work closely with the Head of Junior School and report any safeguarding concerns immediately;
- take assemblies;
- act as SENCo for the Early Years in liaison with the SENCo for Junior School;
- work closely with the Keystones Lead to develop a range of extra-curricular activities suitable for the Early Years;
- lead weekly pastoral discussions with Little King's staff and report to the Head of Junior School.

COMMUNICATION & MARKETING

- liaise with parents in all pastoral and curriculum areas, in co-operation with relevant staff;
- keep parents informed by means of HUB and other effective channels of communication;
- organise and attend events to which parents are invited, including Parents' Evenings;
- work closely with the Registrar and Development Office to lead the marketing and recruitment of pupils, including showing prospective parents around Little King's, overseeing admission assessments and taster sessions;
- champion Little King's both internally and externally so that staff and parents of current pupils are kept up to date;
- promote good relationships with the School's neighbours;
- maintain strong links with feeder nurseries;
- establish strong links with the local community;
- liaise with the LA, external agencies and local cluster groups to ensure that the King's provision meets National Requirements
- establish links with outside support agencies – educational psychologists etc;
- monitor the keeping of registers and records.

CURRICULUM & TIMETABLE

- carry out the duties of a class teacher for the nursery as set out in the Class Teacher Job Description
- determine a broad and balanced curriculum, which provides effective pace, continuity and progress in learning within Little King's
- ensure that up-to-date policies and schemes of work are maintained;
- ensure that the full range of pupils' abilities and needs are addressed and differentiation is evident;
- promote teaching and learning of the highest quality;
- inspire creative and inspirational teaching;
- create the timetable for Little King's
- ensure that appropriate targets are set for pupils at all levels and that these are tracked throughout Little King's and into Junior School;

- monitor and further develop systematic process for assessment, internal moderation, recording and reporting, including the Early Years Foundation Stage profiles and BASE assessments;
- work closely with the Director of Studies and the Head of Junior School to ensure value-added and continuity across the school;
- make best use of the whole learning environment in order to maximize individual pupil development;

MANAGEMENT & LEADERSHIP

- participate in School development planning, and conduct regular Little King's self-evaluation processes, having involved all departmental members in its compilation;
- promote a culture of high expectations and excellent work ethic;
- ensure the Little King's budget and resources are managed well;
- act as line manager in Little King's for the deployment of teachers, teaching assistants, nursery nurses, gap students and volunteers to ensure staffing ratios and provision to maximise learning
- ensure the Little King's and School Health & Safety regulations and guidelines are followed;
- complete Risk Assessments in consultation with the Little King's staff;
- work closely with the Head of Junior School and staff to ensure an effective transition from Little King's to Junior School;
- work closely with appropriate staff to plan and co-ordinate all major Little King's events such as productions, sports days, book fair, special days;
- organise the cover within Little King's in liaison with the Junior School Logistics Lead;
- attend the IAPS Heads of Pre-Prep conference and other relevant courses to keep up to date with new initiatives;
- prepare for regulatory inspections.

STAFFING/ STAFF DEVELOPMENT

- promote good relationships by applying skills of sensitive leadership and management;
- monitor welfare and mental well-being of staff within Little King's and liaise accordingly with the Head of Junior School and the Deputy Head Staff
- participate in the appraisal process as a member of the Junior School Management Team
- ensure that staff are aware of the contents of the Staff Handbook and the Little King's and Junior School Practices and Procedures Handbook and update the handbooks as necessary;
- provide induction support and guidance to new teachers;
- contribute to the in-service training of staff on matters relating to the Early Years
- work closely with the Head of Junior School through observing lessons, learning walks, work and planning scrutiny to ensure that teaching and learning remains at a high standard;

- provide supervision meetings at least once a term with all Little King's staff.

LINE MANAGEMENT / TEAMS

The Head of Little King's will be a member of the:

- Core Junior School Management Team (meeting once every 3 weeks)
- Academic Junior School Management Team (meeting 2 x a term)
- Pastoral Junior School Management Team (meeting 2 x a term)
- Health and Safety Committee (meeting once a term)
- King's School Parents' Association (4 x a year)
- Uniform Committee (2 x a year)
- Open Morning Committee (before and after each Open Morning)

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification Essential Requirements:

- Awareness and a commitment to our values, Keystones and ethos
- Excellent classroom practitioner who can lead by example
- Ability to motivate students and staff
- Ability to lead, coordinate, delegate and empower
- Ability to manage change and work under pressure of changing circumstances
- Ability to see things through to completion
- Excellent and demonstrable organisational skills
- Excellent communication skills along with the ability to listen and understand
- An exceptional role model with high standards of integrity and approachability
- A 'team player'
- Highly motivated, ambitious, and upbeat
- Calm under pressure with a good sense of humour
- Flexible and collaborative
- High levels of emotional intelligence
- Thorough knowledge of the Early Years Foundation Stage.

Desirable Requirements:

- Experience of leading/co-ordinating professional development opportunities
- Qualified Teacher Status
- Experience of teaching in more than one school

- Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management
- Experience in conducting a self-evaluation framework (such as the Bristol Standard) in order to develop the quality and effectiveness of provision through reflection

Salary

According to experience and qualifications

Benefits

- Contributory Pension Scheme
- Fees Remission
- Lunches
- Parking

Applications

Candidates should apply by completing the application form and a letter of application. A CV is not required. Applications should be addressed to:

The Headmaster, The King's School, Gloucester, GL1 2BG.

Closing date is Monday 5th March at 12 noon, with interviews taking place on Wednesday 14th March.

e-mail: k.woodcock@thekingsschool.co.uk

Website: <http://www.thekingsschool.co.uk/job-vacancies>

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.



Job Description - Class Teacher

General

Teachers appointed to the King's School will be expected to be loyal to the aims and objectives of the School, to perform their duties in a professional manner according to the needs of the School, and to assist the Junior School Head in the smooth and efficient running of the School. The 'line manager' for the teaching staff is the Junior School Head.

Teachers must, at all times, work within the framework provided by the King's School's policy statements to fulfil the general aims and objectives within the agreed School practice.

The working year is defined as term time plus five additional INSET days outside of term in any calendar year. Teachers shall, in addition to the above requirements, work such additional hours as may be needed to enable them to effectively discharge their professional duties. The amount of time required for this purpose shall not be defined by the employer but shall depend upon the work needed to discharge professional duties.

Teaching

- Planning and preparing courses of study and lessons;
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Directing and working collaboratively with support staff to ensure excellent provision for each individual pupil. This includes provision of planning notes and opportunities to meet and discuss pupil progress.
- Providing or contributing to oral and written assessments, reports and references relating to the development, progress and attainment of individual pupils and groups of pupils, internally and to parents, including parents' evenings.
- Controlling and overseeing the use and storage of books and other teaching materials provided for class usage
- Creating an atmosphere within the classroom and surrounding corridors that will encourage learning this will include the display of pupils' work, posters, pictures and artefacts.
- Teachers are required to teach up to 38 periods a week pro rata, carry out supervision duties, attend and assist with assembly, run an after school club, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during, or after school sessions.
- Ensuring that both class and group teaching is appropriately differentiated and that the methods used, and the approaches taken, are fully supportive of this objective, take into consideration both cross-curricular themes and the hidden curriculum.
- Teachers will also ensure that the teaching areas are attractive with a high standard of presentation of work on display.
- To provide cover at the request of the Junior School Head, supervising and teaching any pupils whose teacher is not available;
- Promoting and supporting the school's extra-curricular activities programme;
- Attending school functions such as Sports Day, Speech Day, the Carol Service, concerts and the school play, fundraising events, open mornings and open days (including the

occasional Saturday morning or afternoon) in order to promote the school and its activities

Staff Development & Training

- Participating, if required, in any scheme of staff development and appraisal;
- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher;
- Advising and co-operating with the Junior School Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment;
- Keeping abreast of curriculum developments and current changes in the appropriate subject areas;
- Attending INSET and staff training when required.
- Contributing to the professional development of other teachers, including the induction and assessment of probationary teachers where appropriate;

Pastoral, Discipline, Health and Safety

- Maintaining good order and discipline among pupils in accordance with the policies of the school and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- Teachers will be sympathetic to, and supportive of, pupils who have specific learning difficulties, including dyslexia, ASD, dyscalculia and other special educational needs such as dyspraxia, moderate learning difficulties and physical disabilities. Teachers will be sensitive to the pupils' needs and make no comment which could be the cause of embarrassment or personal/emotional hurt to such pupils and their parents.
- Providing guidance and advice to pupils on educational and pastoral matters;
- Making records of and reports on the personal and social needs of pupils
- Carrying out duties at the request of the school, to ensure the adequate supervision and care of the pupils; including break, lunch, after school and prep duties;
- Ensuring that, in their dealings with pupils, they do not put themselves at personal or professional risk. Teachers must also ensure that children in their care are appropriately supervised at all times.
- Supporting the whole-school approach concerning child protection, pastoral care, the care and control of pupils, and behaviour management, this includes strategies for dealing with bullying.
- To undertake professional duties that may be reasonably assigned by the Head of Junior School.