

David Massiah – Headmaster

### Early Years Co-ordinator

**Line Manager – Head of Primary School**

**Line Manager for – Toddler and Y1/2 class teachers.**

The Early Years Co-ordinator should be a highly organised, flexible and dedicated educator. He/she will work with the Headmaster, Head of Senior School, Junior School, KS3 and IB co-ordinators, in leading the Dulwich College Yangon, Star City campus to achieve standards of excellence. The Early Years Co-ordinator should be committed to the development of the whole school but will have particular responsibility for the Foundation Stage and Key Stage 1 age phases.

**All staff at DCY are expected to possess a detailed knowledge of the College's Safeguarding Policy and understand how its principles guide everything we do in the school.**

In addition, the post holder will be an Early Years class teacher. The role will be given 3 hours extra release on top of the normal non-contact time.

**1. Knowledge and Skills.** He/She should:

- Possess a detailed knowledge of the College's guiding statements and how these principles influence the ethos and decision-making process in the school.
- Possess a detailed understanding of the DCI Learning Principles to ensure the long-term retention of valuable knowledge, concepts and skills and the ability to transfer what has been retained into different contexts and situations.
- Have undertaken a safer recruitment course.
- Employ the necessary collegial management skills to lead the campus in the Headmaster's absence.
- Lead the academic team in Early Years and represent them on the Campus Leadership Team.
- Ensure that your leadership skills serve the aim of whole school improvement through raising the standards of learning and teaching in the school.
- Have an excellent knowledge of the EYFS and English National Curriculum in KS1.
- Be an excellent classroom practitioner and role model for other teachers throughout the school.
- Be able to write policy statements, development plans and other key documents.
- Keep up-to-date with current educational initiatives and be able to lead and organise regular INSET opportunities.

**2. Responsibilities – He/She should:**

- Place safeguarding at the heart of everything we do in the College. Ensure that safeguarding is a standing agenda item at all Early Years meetings and that regular safeguarding topics are 'drip fed' and discussed throughout the year.

- Ensure that the College's guiding statements are widely published and understood within the age phase and their effectiveness monitored.
- Ensure that the DCI learning principles and relevant reflective tools are used to assess student learning and provide the basis for effective feedback on their future performance.
- Ensure that appropriate measures are in place to promote a caring, tolerant and inclusive environment, which fully secures the pastoral and academic welfare of students and staff alike.
- Liaise with the wellbeing co-ordinator to implement the well-being curriculum in Early Years.
- Deputise for the Headmaster in his absence in rotation with the Head of Senior School and IB Co-ordinator.
- Lead the Early Years academic team, meeting on a regular basis and keeping minutes which are circulated to all staff.
- Take a leading role in contributing to the school's strategic development plans and write the strategic development plan for Early Years; monitor individual action plans for curriculum subjects and other academic areas where they relate to Early Years.
- Ensure that all responsibilities from the DCY Academic Staff Handbook are met in Early Years.
- Assist in the preparation of the academic timetable for Early Years.
- Attend and lead whole school and age phase meetings as necessary.
- Jointly co-ordinate the provision of professional learning within Early Years with the professional learning lead and Headmaster.
- Line manage the Toddler to Year 2 staff; liaise with specialist staff in respect to their responsibilities in Early Years
- Monitor the quality of learning and teaching within Early Years by the regular review of year group planning (in consultation with the class teachers) and subject planning in the specified specialist areas. Also undertake lesson observations, exemplar lessons and consultations with teachers and assistants.
- Hold regular INSET for teachers and assistant teachers alike to ensure that the staff are up-to-date with current educational practices.
- Alongside the Headmaster, Head of Senior School, Junior School, IB and KS3 Co-ordinators, support the subject co-ordinators in developing their role throughout the Primary / Senior School.
- Liaise with other Dulwich College International middle leaders in the Early Years age phase to enhance school improvement at the College.
- Help oversee the admissions process for new children coming into Early Years.
- Be actively involved in the recruitment process for new teachers into Early Years.
- Take a leading role in the induction and mentoring of new staff. The post holder will be required to return to school in time for the start of the new staff induction process in August.
- Participate in the appraisal and performance management of staff in Early Years
- Co-ordinate with Heads, class teachers and subject leaders to ensure continuity and progression of learning throughout Early Years and the transition from KS1 to KS2.
- Oversee the home to school transition process for our youngest students.
- Oversee the writing, implementation and review of policies and procedures in Early Years.
- Help compile termly academic meeting schedules for the Primary / Senior School.
- Co-ordinate the annual resources order for the Early Years.

- Help prepare duty rosters and assembly lists; undertake a reasonable number of duties and cover duties as required.
- Oversee the effective provision of assessment, reporting and recording in Early Years (class and specialist teaching); ensure that assessment data is effectively used to improve standards of teaching and learning. Ensure data is stored in a secure and accessible location.
- Maintain effective relations with the parents of students through regular communications, meetings and INSET.
- Assist the Headmaster in proof reading newsletters and other forms of communications sent to parents; contribute to the College Yearbook, magazine and weekly newsletters.
- Help maintain a safe and stimulating environment in the College in accordance with relevant policies and procedures. To have read the College's health and safety policy and through proactive reporting and constant vigilance help maintain high levels of health and safety in the school.
- Support the Head of Primary and the Headmaster in the recruitment of high-quality staff for the Early Years department.
- Maintain appropriate standards of dress and behaviour for students and staff in the College.
- Take an active role in promoting the College in the wider community, being able to freely give time to support school productions and events, including time during weekends and holidays when appropriate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

N.B. This job description is a guide to working at Dulwich College Yangon in the above-named post. The Headmaster and staff are required to show flexibility, co-operation and team work to amend any of the above responsibilities which may not be required during our early years of operation, or to add in items that are not included.