



ST.CATHERINE'S BRITISH SCHOOL

## HEAD OF EARLY YEARS FOUNDATION STAGE

### Job Description:

1. Membership of the school Senior Leadership Team in order to contribute to whole school development strategy and ongoing management issues;
2. Membership of the Lower School Leadership Team in order to collaborate on Lower School leadership and management priorities;
3. Liaise with the Admissions Registrar, in managing the application, enrolment and class placement process for all pupils into EYFS;
4. Plan, organise and manage the academic and pastoral development of EYFS pupils including the setting of appropriate pupil targets, the monitoring of appropriate assessment/tracking processes, the monitoring and writing of reports and liaison with the parents.
5. To ensure the appropriate support for individuals and groups of pupils identified through assessment data.
6. Lead and manage the EYFS team in the delivery of a creative and stimulating curriculum.
7. Monitor the teaching and learning in EYFS through regular classroom teaching, an active lesson observation programme and leading on appropriate CPD opportunities.
8. Review and monitor the EYFS curriculum by keeping up-to-date with developments in UK education including the new EYFS Framework and to organise training sessions for EYFS and/or facilitate training e.g. with subject co-ordinator/external providers.
9. Liaise with the EAL team and take an active role in supporting the development of EAL leaning and development in EYFS.

10. Lead and manage the school/parent interface through Parents' Evenings, Information Evenings, Class Rep meetings, the Partnership with Parents programme as well as individual meetings/interviews.
11. Actively promote and support the EYFS extra-curricular provision as appropriate.
12. Lead and manage the EYFS contribution to Lower School newsletters and other such publications
13. Monitor and manage the ordering of EYFS resources.
14. Lead and manage continuity between the Nursery and Reception stages of EYFS.
15. Liaise with the Head of Key Stage 1 for a smooth EYFS to KS1 transition.
16. Keep up-to-date with Safeguarding developments and liaise with the Lower School DSP as appropriate.
17. Lead and manage the EYFS Staff Professional Development Review cycle including Staff WellBeing issues.

Stuart Smith – Headteacher  
Madeleine Matthews – Head of Lower School  
January 2021