



## **Colfe's Junior School**

### **Early Years Coordinator – January 2018**

#### **Core purpose**

- As the EYFS Coordinator to support the leadership of the school
- To help lead the school in the policies and practices of continuous school improvement and staff development in relation to the Foundation Stage.
- To play a major role in the development of high quality teaching and learning in the EYFS including the monitoring of curriculum planning, giving feedback and advice and assisting and supporting colleagues with the planning and delivery of an enriching, differentiated curriculum.

#### **Essential criteria:**

- Qualified Teacher status
- Commitment to the delivery of an outstanding EYFS curriculum: being an exemplary role model within the Early Years team and embracing Colfe's ethos, values and aims. A strong team player holding personal impact and presence to help facilitate positive change and achieve excellence.
- A thorough and detailed knowledge and understanding of the EYFS and a commitment to promoting the importance and value of outdoor learning.
- A thorough and detailed knowledge and understanding of EYFS assessment procedures and experience of electronic based assessment systems, for example Early Excellence or Tapestry.
- Proven track record of having led a curriculum area: including the identification of staff skills and areas for development, efficient management of a subject area budget, the drawing up of a targeted development plan, and having been proactive in developing new initiatives for the subject area, then monitoring and evaluating the effectiveness of these.
- An enthusiasm for, and commitment to, the principles and practice of Forest School and a willingness to undertake Level 3 Forest School training.
- Excellent written and verbal communication skills.
- Holding good time management skills and an ability to prioritise tasks and meet deadlines.
- Being approachable, positive, flexible and enthusiastic with a good sense of humour.

#### **EYFS Coordinator description:**

In close consultation with the Head of EYFS/KSI to coordinate the effective and efficient running of the EYFS:

- Inspire and motivate the Early Years team to influence the quality of indoor and outside teaching and learning whilst being an agent for positive change; sharing expertise, skills and knowledge and encouraging staff to follow suit whilst maintaining consistently high standards and expectations for children and adults

- Planning and constantly reviewing a creative and engaging EYFS curriculum (long, medium and short term planning)
- Ensuring that parents are actively and productively engaged in the life of the school and that both teaching staff and parents are working together towards a shared goal
- Assist with the organisation of ad hoc meetings with parents where appropriate, parent consultation evenings, open days, information events, new parent meetings and 3+/4+ assessment days
- To organize and lead INSET and workshops for parents/guardians as appropriate
- Devising rotas and timetables
- Using a wide range of appropriate teaching and learning styles for both indoor and outdoor learning
- Providing regular Forest School sessions to all EYFS children
- Monitoring and evaluating provision and outcomes for children in EYFS: planning and teaching, appropriate challenge with support, assessment and recording using both electronic (Tapestry) and paper means
- Create links with external agencies for moderating EYFS outcomes.
- Development of excellence through maintaining relevant and meaningful policies
- Contributing to the Junior School Development Plan and using this alongside identified priorities to inform the development of the EYFS Development Plan
- Managing the organisation, maintenance and provision of materials, resources and equipment.
- Responsibility for the EYFS budget.
- Deliver evidence based teaching and learning by keeping abreast of current theory and practice through relevant training, personal research and networking with external cluster groups
- Implementing the Junior School's behaviour policy and its effective translation through to both Nursery and Reception children
- Attend and play an active part in weekly staff meetings and regular INSET training days
- Supporting the needs of SEN children
- Supporting the pastoral care of EYFS children

This job description will be reviewed annually as part of the Performance Review programme. The Head of Junior School may modify it after consultation with the EYFS Leader at any time to reflect or anticipate changes in the job,

Applications should be sent **as soon as possible** and by **29 September** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

The application should be submitted either by post to:

Mrs A Ross  
Human Resources  
Colfe's School  
Horn Park Lane  
London SE12 8AW

Or electronically to: [recruitment@colfes.com](mailto:recruitment@colfes.com)

**Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.**