

Job Description:
Head of Early Years and Nursery Manager
(Deputy Head, Early Years, SLS Caviglia)

This position is based out of the classroom, is a full time position, and it attracts a management stipend.

Main responsibilities of the Head of Early Years and Nursery Manager

- To promote the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the school.
- To be the point of contact on the Safeguarding and Child Protection Team for the Early Years
- To support the Principal on all occasions.
- To act as a full member of the Senior Leadership Team (SLT) of SLS Caviglia representing the interests of the Nursery & Reception children, staff and parents.
- To promote a safe, stimulating and caring Early Years learning environment and to work with the team to provide high quality care and to promote and maintain high standards of good professional practice.
- To be the public face of the Nursery & Reception at school events (e.g. Christmas productions and experiential and outdoor learning events) amongst others
- Set priorities for the Nursery & Reception classes that lead to the best educational experience for the children.

- Lead the weekly EYFS assembly to promote SLS Values and the Social, Moral, Cultural and Spiritual development of the setting.
- Be prepared to use personal experience and expertise to support and advise in any class where needed.
- To be responsible for updating all of the Foundation Stage Policies and Handbooks and wider communication to parents.
- Support the marketing and admissions team and maintain positive links and promote the facility. Effectively communicate information to prospective families and provide guidance and reassurance to families.
- Work with the Principal in the appointment, allocation and development of staff and to make the most effective use of their skills, expertise and experience.
- Arrange and coordinate parents' evenings alongside the class teachers/room leaders.
- Arrange and coordinate cover for absences, and allocation of Educational Assistants to classes as needed.
- To work alongside the Early Years Nursery and Reception teachers to provide high quality reports and provide relevant detail of children's progress.
- Maintain links with the Inspired Early Years Team to coordinate training and professional development needs
- Work directly with the Inspired Operations team to ensure safety and compliance in all areas of the Early Years.
- To keep abreast of current thinking by attending courses and continuing your own professional development.
- Build relationships and visit other EYFS settings in Inspired schools.
- Foster a team spirit amongst the staff. Provide training opportunities for all of the Early Years team that may be before or after school hours.
- Work with all EY colleagues individually to create personalised goals for ongoing professional growth, and identify and support further continued professional development within the Early Years Team.

- Any other duties the Principal deems necessary.

Management, Communication, and Organisation

- To implement and share with all constituents, the Framework for the Early Years and Foundation Stage.
- To lead and support staff in delivering the Early Years curriculum.
- To promote and facilitate multi agency working with the SENCO, SLS counsellor and other external agencies.
- To ensure that there is clarity and consistency in assessment of the children and in curriculum planning and implementation across classes, both horizontally and vertically.
- Set EY meeting agendas, lead and cascade weekly team meetings to the EYFS team.
- To ensure staff attend relevant training and keep them up to date with best practice and current government policies.
- To ensure that adequate resources are made available to the Nursery/Foundation Stage.
- To assist in the recruitment, interviews and appointments of new staff to the Early Years setting.
- To lead a programme of induction for new staff.
- To oversee phonics testing in Year 1, and share the outcomes with parents, whilst keeping track of internal records.
- To observe, performance manage and support the Early Years Team.
- To develop a close partnership with parents and to keep them informed of the work of the setting. Check that SeeSaw and the biweekly newsletter is updated as necessary.
- To make parents feel they are part of the SLS Caviglia family. Provide welcome information events at the start of new academic years and welcome packs.

- Ensure there are other regular events for parents to participate in, either virtually or in person.
- To be part of a morning welcome/pick-up to ensure visibility to parents and children.
- Ensure parents are included in record keeping monitoring and reviewing the progress of their child by promoting parent partnership.
- To coordinate self-evaluation and quality improvement programmes for the Early Years Foundation Stage.

Safeguarding

The job holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Inspired Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to one of the School’s Designated Safeguarding Leads or to the Principal.

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| Signature of Principal: | | Date: |
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| Signature of Head of Early Years and Nursery Manager: | | Date: |
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| Signature of Inspired Human Resources: | | Date: |
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