

## HEAD OF EARLY YEARS CENTRE JOB DESCRIPTION

<b>Job Title:</b>	Head of Early Years Centre
<b>Line Manager:</b>	Head of Lower School

### Purpose of Job

- Establish, evaluate and develop the academic aims and standards of the Lower School in partnership with students, staff, governors, HIMS personnel and parents
- Take responsibility for the leadership, and management of the Early Years
- Assist the Head of Lower School in establishing and maintaining a vibrant and thriving school
- Manage the performance of the Early Years teaching staff
- Ensure that quality educational programmes take place in a safe, positive and healthy learning environment

### Duties and Responsibilities

#### Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in students' personal and academic progress
- Actively support the vision, ethos, culture and policies of the School
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Be committed to safeguarding and to promoting the welfare of children and young people

#### Leading Learning and Teaching

- Liaise with colleagues across school to ensure smooth transition of pupils between year groups/phases
- Lead the development of a first-class learning environment that encompasses the key requirements of the EYFS
- Coordinate the learning activities and play-based programmes for both inside and outside areas
- Employ effective and innovative methods for the collection of developmental data
- Set a model of excellence in classroom practice throughout the phase
- Liaise with Lower School Curriculum Coordinators to ensure phase is well resourced
- Carry out all the duties of a class teacher when necessary
- Monitor (in liaison with LS Leadership Team) the delivery of the curriculum
- Track student progress, monitor standards of learning and teaching in order to set realistic academic targets for pupils
- Stay abreast and contribute to research relevant to the Early Years

- Seek opportunities for inter-school collaboration and moderation

#### **Developing Staff**

- Line manage Early Years staff
- Lead appraisals of relevant staff members and facilitate CPD through providing training and support

#### **Wider responsibilities**

- Coordinate curriculum timetables (in liaison with the Head of Lower School) and rotas such as break times and assemblies and ensure staff follow the expectations and rules
- Deal proactively and in a timely manner, with parental concerns
- Be an integral part of the leadership team assisting in the leadership of the whole of Lower School
- Build strong relationships with parents and assist in the coordination and delivery of parent curriculum meetings and/or workshops as appropriate
- Lead assemblies
- Monitor the welfare of all pupils
- Coordinate Early Years admissions
- Arrange (and sometimes provide) cover for all classes and keep records of absence.

#### **Collegiality**

- Lead by example and set high and realistic expectations in all professional matters, ensuring that all staff and pupils observe matters such as dress, behaviour, punctuality, attendance and mutual support
- Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Head Master/Mistress
- Ensure that staff and pupils commit to supporting learning through the school's VLE and other relevant platforms
- Take a fair and appropriate share of duties and act as a Duty Supervisor for Early Years
- Although not a member of a particular House, attend House activities as well as Expeditions as required
- Together with the Head Master/Mistress, manage staff disciplinary issues effectively and in a timely manner

#### **Communications and Public Relations**

- Actively establish good relations with parents and all other visitors to the school
- Present a coherent and accurate account of the school's performance in formats appropriate to a range of audiences
- Oversee the organisation of and attend academic parents' evenings and be available to meet parents as required
- Oversee the production of reports, working with the Heads of Phase and Key Stage Leaders and ICT Services.
- Communicate closely with parents and ensure that pupil progress is regularly reported, and relevant data is always available
- Support and attend all major school events
- Work to maintain effective partnerships with the community, promoting and representing the school at local,

*Harrow Schools are committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

national and international level

- Operate effective communication channels throughout the school

### **Safeguarding**

- Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm.
- Ensure the ongoing Health & Security for all Early Years stakeholders

### **Other Responsibilities**

- Undertake other reasonable duties as requested by the Head of Lower School and any duties that the Head Master/Mistress deems necessary for the effective operation of the school

## **Requirements**

### **Education, training and qualifications**

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Evidence of relevant and challenging continuing professional development
- Working knowledge of the National Curriculum of England including EYFS, KS1 and KS2

### **Knowledge and experience**

- At least 2 years senior leadership experience
- Experience in teaching learners with diverse needs, especially EAL in early childhood/ primary school stage
- Experience in managing performance of staff, especially senior or middle level managers
- Experience in highly effective relationship management with a variety of stakeholders
- Experience or clear understanding of early childhood/ Lower School stage leadership in an international school environment
- Knowledge of international accreditation, inspection and evaluation frameworks
- Knowledge and understanding of child development and its impact on behavior
- Knowledge and understanding of positive behaviour management of students and evidence effective practice in a range of settings

### **Personal qualities**

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role



- Demonstrate empathy, humility and genuine care about staff and pupils, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in pupil welfare and their wider learning experiences
- Have excellent organisational, communication and interpersonal skills
- Demonstrate strategic leadership and the ability to lead and manage a team to deliver the school development plan effectively

**Other**

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.