**Rasami British International SChool (RBIS)**

**Early Years Coordinator required from August 2020**

Rasami British International School ( RBIS) is a small developing international school offering the English National Curriculum for students from age 3-18 years.

Our Early Years programme is a vibrant stimulating programme based on the  Early Years Foundation Stage framework and is located in a purpose built facility providing various learning environments including outdoor learning.

We require  a qualified and experienced educator to join our school and lead the Early Years  team consisting of four teachers, 3 Teaching Assistants and support staff. RBIS requires a visionary leader who can provide support and guidance as we further develop our programme for these young students.

Essential Criteria:

A formal university qualification in Early Years Education

A minimum of 5 years experience

Preferable Criteria:

Experience in a leadership position within Early Years

Experience in an international school setting

**Early Years Coordinator: Key Responsibilities**

* To motivate, inspire, challenge and support pupils and staff in the Early Years team.
* To have an excellent knowledge of the Early Years and KS1 curriculum.
* To ensure statutory duties and school procedures and policies are met in the Early Years.
* To contribute to school policies and procedures – with a specific focus for Early Years.  To support colleagues to create a safe and stimulating environment for learning for all pupils.
* To contribute and develop the school Self-Evaluation Form and School Improvement Plan with a specific focus for Early Years.
* To take a strategic role evaluating the school’s Early Years provision and outcomes.
* To work with staff to promote best and innovative practice to enrich teaching and learning in the Early Years.
* To lead the Early Years team to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
* To monitor teaching and learning activities to ensure all pupils are able to make progress in all areas of learning.  To monitor and evaluate standards within Early Years, analysing data and to use this information to set targets and to inform future planning.
* To take a lead role in developing new initiatives and monitor and evaluate their success.
* To liaise with staff to ensure smooth transition from Nursery to Reception and then from Reception to Year 1.
* To lead the team in ensuring effective communication with parents/carers, other colleagues, governors and the wider community.
* To form effective links with other schools and outside agencies to support aspects of school improvement (including moderation).
* To be committed to personal continued professional development.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.