**Role Profile: Head of Early Years with Reception Class Teaching**

**Purpose**

Located in the Early Years Department, the Head of Early Years will be a dedicated and hardworking member of the Leadership Team (LT) committed to the high-quality teaching and learning of our youngest learners in Nursery and Reception.

The post-holder will lead the Early Years Department to ensure excellent provision and be fully responsible for the teaching of one of our small parallel Reception classes.

**Key Accountabilities**

**Responsibilities**

* Managing the teaching and learning provision in our Reception classes and in our N2-N4 Nursery provision. Working with the team to ensure an outstanding, innovative learning experience for our children.
* Continuously developing the EYFS provision in Nursery and Reception, including curriculum, planning, assessment and teaching methodology as defined by the EYFS documentation, to ensure a fantastic teaching and learning journey for our youngest learners.
* Consistently reviewing teaching methods and programmes of study to accommodate developments in education, in liaison with the Head, Deputy Head and Subject Co-ordinators.
* Liaising in training and networking opportunities to further own professional development and progress the Early Years Department team.
* Liaising with the SENCO and be aware of the learning journeys of all the EY children. Understanding the importance of early intervention and planning for additional pupil support.
* Ensuring the EYFS Department is managed and operated in accordance with school policies and legislation to conform to good practice, inspection requirements and excellent levels of safeguarding.
* Reinforcing the value and ethos of the school by personal example.
* Actively promoting excellent school/home relationships and representing the school to the wider community, recognising how crucial this is for our school.
* Managing transition arrangements for pupils from Nursery to Reception to ensure maximum continuity in teaching and learning strategies between these year groups. Liaising with the Year 1 teachers on transition from Reception to Year 1.
* Taking a lead in the planning and organising of workshops and relevant information for parents
* Working as part of the Leadership Team to ensure the smooth running and development of the whole school.

**Teaching**

* To be responsible for teaching a Reception class, working closely with the parallel Reception Teacher and Teaching Assistants. This includes:
  + responsibility for the pastoral needs of the children
  + planning and preparing lesson
  + delivering innovative and engaging lessons
  + setting and marking work
  + assessing, recording and reporting on pupil development, progress and attainment
  + accompanying pupils on trips away from school
  + maintaining an engaging, inspirational, and varied teaching space
  + carrying out supervisory duties at lunch and breaktimes as required

**Reporting**

* To act as line manager and be responsible for the performance management of the Nursery and Reception teachers, Practitioners and Teaching Assistants.
* For line management and performance management purposes, the postholder reports to the Headteacher.

**Other**

* Setting an example in terms of continuous personal development.
* Undertaking other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headteacher.
* Participating widely in the extra-curricular life of the school and to be a significant presence in extra-curricular events and during parental visits.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required
* To act as Early Years Designated Safeguarding Lead (training will be provided if needed)

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * A proven outstanding teacher with a firm commitment to the wellbeing and progress of the children. * Excellent interpersonal skills and the ability to communicate effectively and empathetically with parents, carers and other stakeholders * Proven ability to work on own initiative and prioritise workloads, lead teams and develop positive relationships with colleagues, parents, children and outside agencies * Excellent organisational skills * Strong written and oral communication skills. * An in-depth knowledge of EYFS. |  |
| **Qualifications** | * Early Years Degree or equivalent * QTS | * Level 3 EY safeguarding training |
| **Experience** | * At least two years’ experience of working within Early Years in a Team Leader role |  |
| **Other** | * A passion for continuous professional development * A willingness to become actively involved in the wider life of the school |  |

**Key Stakeholders:**

**Internal**:

* Headteacher, Leadership Team, staff

**External**:

* Parents, colleagues within Cognita, outside agencies

Signed: …………………………………………. Name (print): …………………………………..

Date: ……………………………………………..