

## Head of Early Years Job Description

### The Thames Federation Vision Statement

*'Building community; committed to excellence'*

At the Thames Federation, our leaders and teachers are ambitious for the children and their families.

Together we:

- have high expectations for behaviour and learning;
- deliver a creative curriculum which enriches the children's learning experience;
- expect excellent outcomes for all our pupils.

By the time our children leave the Thames Federation, they will have a 'can do' attitude and will be empowered to pursue excellence in everything they do.

The Thames Federation consists of one maintained primary school and two maintained nursery schools in the London borough of Hammersmith and Fulham.

### MAIN PURPOSE OF THE JOB

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Head of School and the school's own policy
- Under the overall direction of the Executive Head Teacher play a lead role in:
  - Formulating the aims, objectives of the Early Years and establishing the policies through which they are to be achieved
  - Being responsible for the standards of the EYFS curriculum of all pupils including monitoring of progress towards achievement
  - Proactively managing staff and resources
- Take full responsibility for the nurseries in the absence of the Executive Head Teacher
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children within the nurseries as a Designated Safeguarding Lead

## **DUTIES AND RESPONSIBILITIES**

### **Shaping the future:**

- In partnership with the Executive Head Teacher and governors establish and implement an ambitious vision and ethos for the future of the Thames Federation Early Years
- Play a leading role in school improvement and school self-evaluation
- In partnership, with the Executive Head Teacher, manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership, with the Executive Head Teacher, lead by example when implementing and managing change initiatives for the Early Years
- Promote a culture of inclusion within the school community where all views are valued and taken into account

### **Leading Teaching and Learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations
- Work with the Executive Head Teacher to raise standards through staff performance management
- Work in partnership with the Executive Head Teacher to strategically plan and formulate policy, ensuring management decisions are implemented
- With the Executive Head Teacher, raise standards and promote the consistency of teaching and learning across nurseries
- Lead, develop, oversee and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements
- Ensure through leading by example the active involvement of pupils in their own learning
- Proactively build relationships with the parent's body to improve outcomes

### **Developing Self and Others**

- Support the development of innovative and collaborative approaches to learning within the nurseries and beyond
- Oversee and support the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including pupil outcomes
- Deliver an appropriate programme of professional development for all staff, including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

## **Managing the organisation**

- Lead regular reviews of all EYFS systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information
- Undertake key activities related to professional, personnel/HR issues
- Oversee the Human Resource Assistant's work linked to sickness absence
- Manage any staff disciplinary and capability issues
- Be a proactive and effective member of the Thames Federation senior leadership team
- Ensure the day-to-day effective organisation and running of the nurseries including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Executive Head Teacher

## **Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Executive Head Teacher in reporting the school's performance to the governing body, local authority, the DfE and partners
- Promote and protect the health and safety and welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children within the nurseries
- Lead and monitor provision for Pupil Premium/ Free School Meals children and hold staff to account for their outcomes

## **Strengthening community**

- Work with the Executive Head Teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the schools offer
- Develop and maintain contact with all Early Years and specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies