

# 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

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A proven outstanding teacher with a firm commitment to the wellbeing and progress of the children.</li> <li>• Excellent interpersonal skills and the ability to communicate effectively and empathetically with parents, carers and other stakeholders</li> <li>• Proven ability to work on own initiative and prioritise workloads, lead teams and develop positive relationships with colleagues, parents, children and outside agencies</li> <li>• Excellent organisational skills</li> <li>• Strong written and oral communication skills.</li> <li>• An in-depth knowledge of EYFS.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Early Years Degree or equivalent</li> <li>• QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 EY safeguarding training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two years' experience of working within Early Years in a Team Leader role</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• A passion for continuous professional development</li> <li>• A willingness to become actively involved in the wider life of the school</li> </ul>	

### Key Stakeholders:

**Internal:**

- Headteacher, Leadership Team, staff

**External:**

- Parents, colleagues within Cognita, outside agencies
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Signed: ..... Name (print): .....

Date: .....