

St Cedd's School



Job Description

Job Title: Head of EYFS

Responsible to: Deputy Head

Key Accountabilities:

- To ensure the EYFS remains compliant in line with statutory guidance at all times.
- To line manage the EYFS staff.
- To maintain the high standards in regard to learning journals, profiles, photo books and seven areas of learning, curriculum books, and have these readily available for the parents, Deputy Head and Head.
- To advise subject co-ordinators and SLT on the standards in EYFS and any adjustments needed to policies or schemes of work to reflect improving standards.
- To produce an annual Development Plan outlining areas to maintain, improve and change in consultation with all EYFS staff and Deputy Head.
- To manage the EYFS budget.
- To build an ethos which secures a caring, positive, nurturing environment in EYFS.
- To further develop monitoring protocols and policies which promote good behaviour and lead to high achievement.
- To convene and chair such meetings as may be necessary with EYFS staff.
- To report on the outcomes of meetings to the Deputy Head.
- To oversee communication and liaison with parents on pastoral matters to enable them to support their children and the school as a whole.
- To demonstrate an ability to inspire others, balanced with an open approachable style of management.
- To embody in his / her leadership the standards and values of the school.
- To advise the Head of Pastoral about all pastoral issues and disciplinary matters within EYFS.
- To liaise with the Head of Academic and SENCo regarding academic matters to support individual pupil progress.
- To contribute to staff and parent handbooks, as required.
- To sit on the EYFS Leadership Team.
- To ensure delivery of standardised testing in the EYFS and oversee the recording of results.
- To analyse results in the EYFS and use to inform planning.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.