



Head of Year - EYFS

Job Purpose

To lead a year group within the EYFS as Head of Year and ensure each individual's well-being, personal, and academic development within the Year Group.

Hours

This is a full-time role, part-time may be considered for the right candidates.

Report to

Director of EYFS

Key Responsibilities & Accountabilities

Head of Year

- To work with the Director of EYFS (as Line Manager) and the Senior Leadership Team to accelerate progress for all pupils in the Early Years.
- To lead the development of a first-class learning environment that encompasses the key requirements of the EYFS framework.
- To brief and update all colleagues on relevant policy, practice and compliance throughout the year and ensure all settings have read, understood and adhered to the changes.
- To support, develop and coach teaching and learning across EYFS to enable consistently high standards of teaching and learning.
- To have a deep knowledge and understanding of child development and its impact on behaviour.
- To lead and coordinate assessment across EYFS, maximising pupil and parental engagement.
- To oversee the arrangements for introductory meetings, parents' meetings, consultation meetings and year group (Baseline) assessments.
- To work closely with teachers to monitor attendance and punctuality and contact parents as appropriate.
- To ensure clear communication between pupils, parents and staff, maintain close links with parents, and communicate effectively.
- As appropriate, liaise with fellow Heads of Year to ensure a smooth transition between years and Key Stages, including setting up transfer meetings.
- To receive, from the Director of EYFS, all relevant information on new and leaving pupils within the Year Group and ensure that such information is passed on to new form tutors
- To record relevant pupil information following school policy and using the designated platform, e.g. CPOMS.
- To attend and make meaningful contributions to the Heads of Year meetings chaired by the Deputy Head Pastoral.
- To hold minuted weekly meetings with team members who report directly to you.

Admissions

- To be available, as required, to show/meet prospective entrants and their parents around the school. Then offer the Head/Prep Admissions advice/opinion as to the suitability of applicants.
- As and when required to help with the marketing of the school. To set the highest professional standards in presenting a positive view of the merits of Brentwood School.
- To ensure that new entrants to the School are met, made to feel welcome, and to keep parents informed of their progress.

Classroom Teacher

- To be an outstanding classroom practitioner. Time will be allocated to facilitate the Head of Year role.
- To stay current with regards to teaching and learning practices and theory.
- To actively monitor pupil progress and support pupil development needs.
- To undertake other responsibilities within the School which the Head may from time to time reasonably require

Personal Specification

- Possesses a record of excellent classroom practice in the Early Years Foundation Stage.
- Be able to lead and inspire the year group team and be an effective team player.
- The ability to secure high standards of pupil achievement and behaviour in the Early Years Foundation Stage.
- Possess the passion and drive for raising standards of teaching and learning
- High levels of honesty and integrity in aspects of their role.
- Demonstrate empathy, humility and genuine care about staff and children, taking time to support, guide and motivate them.
- Think strategically and be able to take the initiative
- Show commitment to staff development and the School's appraisal process.
- Demonstrate high standards of written and oral communication and excellent interpersonal skills.
- Be confident presenting to Parents and Staff.
- Be IT literate.

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- Be able to stay calm under pressure.
- Be committed to the values and culture of the School.
- Be safely in possession of a sense of humour to deal with the inevitable ups and downs of a busy Prep School.

For further information regarding this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Director of EYFS, Mrs Townsend.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

Safeguarding responsibilities

- To adhere to the School's Safeguarding policy ,which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Head of the Prep or the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To ensure that registers are completed for each registration period using iSAMS (as a tutor, this will be the am registration). Teachers or cover teachers complete the pm registration;
- To complete an accurate register at the start of each lesson or activity you teach or supervise, including after-school or weekend events or activities;
- To be aware of the medical and SEND needs of the students in your care and contact the school nurses or Learning Support Department if you have questions;
- To be aware of online risks to children.