



# Director of Early Years (Prep)

The Director of Early Years leads on both the day-to-day of our Foundation, Reception and Year 1, and the strategic approach for the continual evolution of teaching, curriculum and the delivery of outstanding pastoral care for all children. This role is a Designated Safeguarding Lead for those year groups. The fundamental importance of these formative years makes this role essential in establishing strong attitudes to learning and respectful behaviours. This work is done in partnership with families, ensuring we support and enable parents in both pastoral and academic matters. The Director of Early Years leads on the development and sustaining of an inclusive community in our Early Years, which celebrates our diversity and embraces learning about each other as individuals.

The Director of Early Years works closely with the Head of the Prep School, the Deputies and other Directors. We operate a "First Teams" approach where Leaders take shared responsibility for each others' domains and openly learn from each other. This role forms a core part of our admissions team with a high level of involvement in admissions tours, assessments and supporting prospective families.

## Job Purpose

We follow a continual cycle of improvement, being proactive in finding ways we can develop our approach and skills in order to harness the very best from all of our colleagues.

The Prep School is an International Baccalaureate Primary Years Programme (PYP) Candidate School and all year groups have this year moved to delivering the curriculum through the PYP Framework. All staff receive in-depth training on the PYP Framework and are well supported by the Pedagogical Leadership Team. Staff at the Prep school enjoy being in regular dialogue about teaching practices and curriculum design. We plan collaboratively in order to continue our own professional learning and to bring about the best education possible for the children.

The PYP approach works well with the Early Learning Goals and supports children meeting their Good Level of Development.

All Directors have a teaching load to enable them to stay current in their practice whilst managing the scale of their leadership responsibilities.

## Hours

Full Time

## Report to

The Head of Prep

## Contacts

Prep Senior Leadership Team, Pastoral Committee, Deputy Head Pastoral (Senior School), Prep Leadership Team, Heads of Year, School Chaplain, Teachers, Teaching Assistants, Pastoral Mentors, Operational Staff.

## Key Responsibilities & Accountabilities

The range of this role is significant, only the key elements are outlined here. All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility. The Director of Early Years reports into the Head of the Prep and ensures all pertinent EYFS matters are communicated in a timely manner.

In all areas set out below, the Director of Early Years leads on the monitoring, evaluation and required staff development of staff working within Foundation, Reception and Year 1. This is done in collaboration with and supported by a number of Directors and SLT. The Director of Early Years leads on the Prep School being EYFs compliant and meeting standards for inspection in their areas of responsibility, working closely with the Compliance Officer.

All Directors have line management responsibilities, the Director of Early Years line manages the Heads of Year for Foundation, Reception and Year 1.

## Pastoral Care and Pupil Wellbeing in Foundation – Year 1

The Director of Early Years leads the Prep School's vision and strategy for embedding a culture of kindness, inclusivity and respect, equipping the children with the tools needed for positive mental health and wellbeing in the relevant year groups, ensuring continuity

Apply now →



with Year 2 and above. This requires understanding the current needs of children, societal trends and worries, up-to-date research for education settings and all relevant guidance and frameworks.

The Prep School operates a culture of open-doors, visibility with children, parents and staff and ensuring all members of our community, especially children have many ways of being heard. The Director of Early Years is well known to children, engaging them regularly in dialogue to build trust and openness. The Director of Early Years leads a weekly assembly ensuring children feel celebrated and valued, and they have a good understanding of the School's Values of Virtue, Learning and Manners.

### **Safeguarding and Welfare in Foundation – Year 1**

As a Designated Safeguarding Lead, the Director of Early Years has an excellent understanding of the Keeping Children Safe In Education and all other Safeguarding legislation and how to effectively embed and implement these, working closely with the Deputy Head Pastoral (Prep), Deputy Head Pastoral (Senior) and DDSLs. Proactively upskilling staff, holding staff to account to the highest standards of safeguarding and working efficiently with external agencies.

The Director of Early Years has frequent contact with a range of parents and families, understanding that all families can need support in safeguarding matters whilst holding the welfare of the child as the priority at all times.

### **Learning and Progress in Foundation – Year 1**

The Director of Early Years oversees the approach to learning and progress in Foundation – Year 1, working collaboratively with the Heads of Year to ensure teaching and interventions are effective and that early identification of learning areas results in timely actions. Playing a crucial role in establishing class timetables, assessment points and staff deployment. The Director of Early Years conducts regular supervision meetings with staff for both staff wellbeing reasons as well as professional development.

As part of the Academic Leadership Team, the Director of Early Years collaborates on whole Prep School academic foci, the implementation of the PYP and teacher development.

### **Family and Community Engagement**

The Director of Early Years sets the tone for positive communication with parents of children in Foundation to Year 1 and therefore how this establishes relationships throughout the Prep School. Presenting at parent events, writing parent comms, coordinating and overseeing in-class parent workshops and having regular direct contact with parents at the school gates. The Director of Early Years ensures staff understand their responsibilities regarding building positive parent relationships and working together for the betterment of the children. Proactively identifying opportunities to further strengthen the school-family partnership with the goal of promoting wellbeing across our community.

The main digital platforms used to communicate with parents are Tapestry in Foundation and Reception, and Google Classroom in Year 1. The Director of Early Years leads on the approach to digital communication with parents, monitoring it for effectiveness including report writing.

### **Admissions**

All Directors and SLT directly contribute to the Admission programme by undertaking tours for prospective children and their families. The Director of Early Years plays a significant role as two main entry points into the Prep School are Foundation and Reception. The Director of Early Years ensures Heads of Year collaborate each year making transitions between year groups supportive and enabling the children to progress up the school with confidence.

### **Personal Specification**

- An excellent teacher who facilitates deep learning
- Possess a thoughtful authentic leadership style, which includes having an ethical approach, the desire to develop others and the ability to be forward-looking
- Think strategically and creatively both within your own remit and contributing to the remit of others
- Display discretion and a dignified approach to interactions with all people
- Ambitious for the children, staff and school with the ability to inspire others
- Organised and diligent
- Be a capable practitioner in the use of IT and possess a strong understanding of management information systems
- Be a confident communicator (both orally and in writing) and able to collaborate with all members of the school community
- Have an approach to work and collaborating with others that is flexible and enthusiastic
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children

### **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.*

**Apply now →**



## 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 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 using iSAMS (as a tutor, this will be the am registration);
- 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 and to use Apple Classroom to monitor the use of school devices used by students in lessons.

[Apply now →](#)