

# Role Profile: Early Years Lead

## Purpose

Responsible for the day-to-day organisation and smooth running of the Hendon Prep EYFS, including the line management of staff. Contribute to the strategic planning, monitoring, evaluation, and development of the EYFS. Responsible as part of the wider team for high standards of care and education of children aged between years 3-5 in accordance with statutory requirements. Ensure the EYFS is promoted and delivered within the setting and principles adhered to. Early Years Safeguarding Lead.

## Key Accountabilities

### Standards and Quality Assurance

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
- To attend INSET days and staff meetings, parents' evenings and information evenings
- To supervise daily, lunch sessions and other break duties as timetabled
- To plan, monitor and support the work of Early Years Teaching Assistants and Teachers
- To participate in arrangements made for Performance Management

### Teaching and Learning

- To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Hendon Prep and Preschool School Policies
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare
- To support the Hendon Prep Head Teacher, Senior Leadership Team, staff and other professionals in the preparation of schemes of work, lesson plans and School Policies
- To maintain good order and discipline among pupils and safeguard their health and safety, both on and off the school premises
- To create and maintain a safe, organised, tidy and stimulating class environment

### Assessing and Reporting

- To assess, record, track and report on children's progress and attainment in line with School Policy
- To be responsible for maintaining the children's individual profiles
- To be responsible for reporting to parents on the children's progress, as well as communicating and consulting with parents regularly
- Work within the Code of Practice relating to Special Educational Needs.

### Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff;
2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the and recorded using School's Accident Report/Medical Tracker

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>✓ Qualified to at least NVQ6</li><li>✓ Teaching degree with Early Years Specialism or Equivalent</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>✓ A thorough understanding of the EYFS and the new framework</li><li>✓ Excellent communication skills (oral, written and use of ICT);</li><li>✓ Good organisational and administrative skills;</li><li>✓ Create a stimulating learning environment</li><li>✓ Ability to take the lead in supervising other supporting adults with the classroom.</li><li>✓ Ability to work independently or as a member of a team.</li></ul>	<ul style="list-style-type: none"><li>✓ Awareness of Health &amp; Safety requirements and a thorough understanding of safeguarding.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>✓ An understanding of the nature of independent education and of the high expectations therein;</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>✓ A commitment to CPD</li><li>✓ A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'.</li><li>✓ Calmness and efficiency and the ability to work under pressure at certain times;</li><li>✓ Positive outlook and sense of humour</li></ul>	

## Key Stakeholders:

Internal – SLT, staff, pupils, parents

External – Cognita School Support Centre

Signed: ..... Name (print): .....

Date: .....