



## **JOB DESCRIPTION FOR EYFS MANAGER**

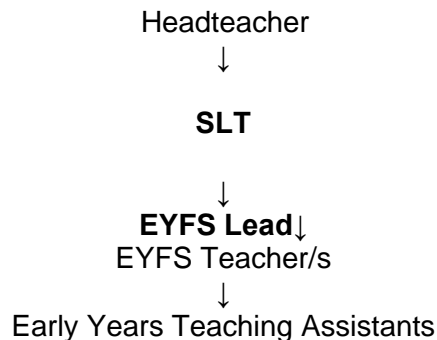
**JOB TITLE:** Early Years Manager

**GRADE:** MPS/UPS + TLR 2(a)

**RESPONSIBLE TO:** Headteacher

**PURPOSE OF POST:** To provide the vision and effective leadership that will enable the school to develop further. To make a significant contribution to the strategic development and direction of the school, reporting to the Senior Leadership Team. To assist the Headteacher in leading, motivating and enabling staff to provide the highest standard of education for all pupils. To provide assessment analysis from relevant sources to make a significant contribution to school self-evaluation and school improvement. To work to support the aims and ethos of the school and hold the highest professional standards themselves.

### **ORGANISATION CHART:**



### **MAIN DUTIES AND RESPONSIBILITIES**

- To carry out the duties of a Class Teacher as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the EYFS Team.
- To provide regular communication with parents about what is happening across the Reception Year.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across the EYFS and be committed to a fully inclusive school.
- To be responsible and accountable for securing the highest standards of pupil achievement across the EYFS through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.

- To address any areas of underachievement and inconsistencies within the EYFS.
- To use relevant assessment information to set targets for improvement across the EYFS.
- To enthuse, lead, develop and enhance the teaching practices of others across the EYFS, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of the EYFS, within the context of the school's aims and policies.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To keep up to date records of any meetings/actions/outcomes from the meetings.
- To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
- Both deliver and undertake professional development
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above.
- To safeguard every pupil's health, safety and well-being in line with school policies.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within EYFS.
- To liaise with the SENCO, Assistant Head and Deputy Head to contribute to the planning and organising of the work of the TAs in EYFS, in order to have a positive impact on pupil progress.
- To keep up to date with current trends and research and through discussion with leaders, implement changes if appropriate.
- To review planning and teaching methods in order to meet the needs of individual pupils, including SEN, Looked After Children and children with English as an Additional Language.
- To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/parents as appropriate.
- To evaluate assessment data in EYFS and discuss outcomes with the Assessment Leader and Leadership Team, where appropriate. To carry out work scrutiny to ensure high standards and continuity across the EYFS.
- To be involved with internal and external moderation to ensure quality and consistency of data.
- To liaise with the other Curriculum Leaders to ensure progression and continuity across the school and ensure that the EYFS is seen as an integral part of the whole school community.
- To support, guide and advise staff in all aspects of their work.
- To work with EYFS Leaders from other schools to ensure consistency of practice and to keep up with developments within EYFS.
- To attend EYFS Lead network meetings to keep up to date with current practice.
- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Headteacher.
- To lead parents meetings/workshops, in consultation with the Headteacher.
- To develop positive parent partnerships by providing curriculum information, workshops and meetings in consultation with the Headteacher.
- To organise special assemblies, performances, school trips and other events.

- To carry out any other duties reasonably requested by the Headteacher, Deputy or Assistant Head. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher

## **DIMENSIONS**

### **Supervisory Management – EYFS Teachers and Support Staff**

### **Financial resources – EYFS Department Budget**

## **Disclosure of Convictions**

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates invited to interview will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are shortlisted.

You may be asked for further information about your criminal history during the recruitment process.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children's Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

Offers of employment will be subject to the receipt of satisfactory checks which will include a check with the Disclosure & Barring Service (DBS). Note, it is an offence to apply, offer or accept any work with children (paid or unpaid) if disqualified from working with children.

The information provided will be confidential and not passed onto unauthorised persons or organisations. However, we are under a duty to protect public funds, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

## **Disclosure & Barring Service (DBS)**

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by

the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.*

*CVs will not be accepted for any posts based in schools*



Decision Making	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> <li>• Be creative and solve problems</li> <li>• Analyse and interpret information</li> <li>• Make decisions based on relevant data/information</li> </ul>	1,2		
Communication Skills	<p>Excellent inter-personal skills</p> <p>Communicate effectively, in writing and orally, with a range of audiences</p> <p>Deal sensitively with others, including parents</p> <p>Negotiate, consult and influence</p>	1,2		
Self-Management	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> <li>• Manage time and prioritise</li> <li>• Work under pressure and meet tight deadlines</li> <li>• Work to challenging targets</li> <li>• Take responsibility for own professional development</li> </ul>	1,2,5		
Personal Attributes	<p>Adaptability/flexibility</p> <p>Energy, vigour and perseverance</p> <p>Boundless enthusiasm, good humour and an appetite for challenging work</p> <p>Self-confidence</p> <p>Reliability</p> <p>Commitment</p> <p>Personal impact and presence</p> <p>Sense of humour</p>	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Duty Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;  
Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

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