



Job Description



EYFS Manager

(with Reception Teacher and Form Tutor
Responsibilities)

Job Description

Thornton College

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Girls of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has thrived, and proven to be a successful addition to our school. The school received 'Excellent' in all areas in its most recent ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

Job Description

The role of the Head of Early Years is key to the academic and pastoral life of the pupils in our Pre-Prep provision. The Head of EYFS (and Teacher of Reception) is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. They will contribute to the spiritual, academic, social, and personal development of each pupil and seek to ensure that each pupil achieves their potential. They will have a key management role in raising academic standards and contributing to the life of the school. The quality and standard of work in the EYFS provision depends on the inspiration, dynamism, guidance, and example of the Head of Department.

The Head of EYFS should inspire colleagues and all pupils with a love of learning and exploration. They are supported by, and line manager, the Deputy EYFS Manager a Pre-Reception Practitioner and a Teaching Assistant. The Head of Early Years is line-managed by the Assistant Head, Head of Prep.

All members of staff at Thornton are expected to contribute outside of the classroom, within the co-curricular and school trips provision.

Key Responsibilities

Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship, and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth, and Love, in accordance with the Mission Statement of the College.

Leadership and Management

The Head of Early Years should support, encourage and hold high expectations of all members of the department, with appropriate delegation of departmental tasks. Responsibilities include, but are not limited to:

- To oversee relevant self-evaluation throughout the academic year and in line with the school development plan.
- To complete performance management appraisals
- To carry out regular observations of teaching and learning practice in the department
- To carry out work scrutiny's as instructed by the Assistant Head – Head of Prep
- To regularly chair and minute EYFS department meetings
- To ensure that up-to-date teaching methods are successfully deployed
- To ensure professional development and appropriate CPD for all members of the department
- To lead and support the department through any inspection process
- To promote good working relationships within the department.

- To ensure that all members of the department are kept informed as appropriate. Examples might include feedback from briefings and Heads of Department meetings.
- To promote the welfare of all students served by the department, passing on relevant information to other staff, including the Head as appropriate.
- To lead by example, demonstrating management and leadership skills and effective judgement in support of the school's aims.
- To be a Deputy Designated Safeguarding Lead.

Administration and departmental publications

The Head of Early Years is responsible for the administration of the department. The responsibility includes, but is not limited to:

- To manage the EYFS budget
- To ensure the EYFS policy remains up-to-date and in line with all ISI and statutory requirements
- To contribute to all other relevant policies that require specialist reference to the EYFS setting
- To contribute to the Prep School handbook as instructed by the Assistant Head – Head of Prep
- To analyse departmental assessment data to ensure all children are making progress and interventions are in place where necessary. The Head of EYFS should use such data to feedback to the Head of Prep
- To work with the Assistant Head – Head of Prep to provide departmental updates for governor reports.
- To work with the Assistant Head – Head of Prep to ensure all reports are completed and submitted as per the school calendar / by request
- To ensure all statutory training is completed by the department and records kept as outlined in the school policy.

Curriculum Policy and Development

The Head of Early Years is responsible for the curriculum and for the programmes of study following the Early Years Framework. The responsibility includes, but is not limited to:

- To keeping abreast of developments in the Early Years and make recommendations to staff with respect to developments and initiatives to be adopted.
- To support and oversee the curriculum planning of the Pre ReceptionTo plan the Reception curriculum To consider how subjects may be developed outside of the classroom, for example, off-site trips and outside speakers / activity organisers.

Teaching and Learning

The Head of Early Years is responsible for successful teaching and learning across the department, ensuring that, for pupils at each ability level, educational needs are met, challenges posed, and high expectations maintained. This includes but is not limited to:

- To plan, prepare and deliver the curriculum as relevant to the age and ability of the pupils being taught and to take account of other relevant initiatives and the school's policies.
- To plan for progression across the age and ability range of the department, designing effective lessons/programmes of work in accordance with the needs of individual learners e.g., SEND or Most Able and Talented.
- To regularly feedback to parents on progress and attainment
- To assess and record the progress of pupils' learning to inform next steps in planning, teaching, and monitoring of progress.
- To ensure all aspects of the school's assessment, recording and reporting policy are upheld
- To teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
- To ensure that all the subject specific curriculum is up to date and forward thinking
- Promoting pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- To support and promote the Catholic ethos of the school.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work, and attitudes.
- To set high standards of work and behaviour in the class and all other areas of the school.
- To encourage children in developing self-esteem and respect for others.
- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices, and ethical approaches.
- To make a valuable contribution to the Catholic life of the school and the extra-curricular provision of the department by planning, leading and staffing trips and clubs.

Efficient and Effective deployment of resources

The Head of EYFS is responsible for the EYFS Setting, including outdoor learning spaces. Responsibilities include but are not limited to:

- To create a safe and welcoming environment
- To audit, with all members of the department, the indoor and outdoor learning spaces to continually evaluate the overall learning environment
- To oversee the organisation and appearance of the EYFS setting – ensuring classroom displays are stimulating, of high quality and inspire curiosity.
- To monitor the health and safety issues in the EYFS area, completing room risk assessments as required and ensuring all concerns are addressed through the proper channels.

Communication

The Head of EYFS will work closely with members of the department to ensure clear, constructive and regular communication channels are maintained with the families of all pupils in the EYFS setting.

Form Tutor Responsibilities

- To lead in the pastoral responsibility for tutees To be responsible for maintaining accurate registration of tutees and to communicate with parents / guardians regarding any absences
- To manage the administration of the form class, including ensuring timely collection and distribution of letters and responses.
- To contribute to the Assembly rota by leading and/or overseeing assemblies as scheduled
- To monitor and sign weekly diaries.
- To write Form Tutor reports as required by the reporting schedule.

Wider Responsibilities

- To contribute to the Performance Management process.
- To complete appropriate training courses as requested.
- To carry out reasonable teaching staff duties as required.
- To attend full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the School, supporting and assisting at events including but not limited to concerts, Christmas Fayre, School Fete.
- To attend all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To liaise with parents and the Head of Year regarding unauthorised absences.
- To represent the department at Open Days.
- To attend, where relevant, Parents' Evenings. Part Time staff are expected to attend all relevant Parent Evenings, including those held on days when they are not scheduled to teach during the day. Where this is not possible, reports or recorded telephone meetings will be required for all students expected to attend the evening.
- To be available in school from 8.00am-6.00pm in term time, making good use of the time before and after school lessons to support students, and to liaise with parents and colleagues.

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and always ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures.
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Person Specification

Attributes	Requirements	Essential / Desirable
Education / Qualifications and Training	Relevant Degree	Essential
	Qualified Teacher Status	Essential
	Continued and recent completion of professional development in the fields of teaching and learning and/or subject specific knowledge /skills.	Desirable
Skills and Experience	Experience of managing EYFS	Desirable
	Knowledge and understanding of EYFS Framework	Essential
	Understanding of assessment to aid learning and ensure excellent progress for each pupil	Essential
	Competent use / understanding of IT and software packages appropriate to the courses and to education more widely.	Essential
	Ability to plan for a range of abilities within one class / setting	Essential

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by always ensuring compliance with the school's Safeguarding and Child Protection Policy. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College will carry out online searches on shortlisted candidates in line with the updated guidance from KCSIE.

Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.

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