



## Job Description – Early Years Department Manager

### Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p><b>Job Title:</b></p> <p><b>School:</b></p> <p><b>Reporting Line:</b></p> <p><b>Hours:</b></p> <p><b>Purpose:</b></p>	<p>Early Years Department Manager with responsibility for</p> <p><b>SEND support for EY</b></p> <p>Pilgrims Pre-Preparatory School</p> <p>Head of EYFS</p> <p>As per contract</p> <p>To assist the Headteacher and Senior Leadership Team in the effective leadership and management of the school. To work effectively with all other department managers, supporting the Head of Early Years in the continued delivery of outstanding care and education.</p>
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### Main duties and responsibilities:

To support and implement the agreed aims and policies of the school. To share in the realisation of the vision for the school.

Promote and safeguard the welfare of the children for whom you are responsible and with whom you come into contact with. Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, well-being, security and confidentiality. Reporting all concerns to an appropriate person where necessary.

### Policy/ Strategic Direction

- Support the Head of Early Years, by motivating and leading the department in the in the delivery of outstanding care and education at Pilgrims.
- Work with the Head of Early Years to write and review departmental action plans in line with the Early Years plan and use this to inform performance objectives.
- Ensure all school policies and regulatory requirements, particularly those linked to Health & Safety and Safeguarding are up to date, implemented and understood by all departmental staff.
- Support the Head of Early Years with the maintenance of the Early Years SEF form to inform the School strategic plan and successful Inspection outcomes.

### General Duties

- Support the Named Deputy, in the smooth running of all departments, in the absence of the Head of Early Years.
- Ensure all Early Years Departments work effectively and professionally together.

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- Establish clear and effective lines of communication with the department and across departments (Managers and Room Leaders).
- Ensure rooms and work areas are well organised and tidy, promoting positive working and learning environments.
- Ensure the safety, security and well-being of all children and staff within the department in line with school policies and procedures.
- Establish staff and pupil timetables to support the Room Leader in the day to day organisation of the room.
- Set clear and consistent expectations in relation to Room Leaders responsibilities and staff code of conduct, providing support where necessary enabling continued professional development.
- Monitor room organisation, encouraging and promoting positive learning opportunities and behaviours in line with the school aims and values.
- Managing staff rotas including cover for staff absence liaising with other departments where necessary to ensure pupil ratios are maintained.
- Maintain accurate pupil registers and attendance records, liaising with the registrar where necessary with parental requests and changes to sessions.
- Work in partnership with parents to promote clear lines of communication and positive and professional relationships throughout your department and the school.

### **Learning and Development**

- Support the Head of Early Years in the development of play, care and learning within the department. Monitor and review department curriculum planning to ensure continuity and progression and that individual needs are appropriately met.
- Monitor pupil records and learning journals to ensure that they are up to date and evidence collated is relevant and accurate. Liaise with the Head of Early Years to moderate judgements and observations made by practitioners as to each child's development within and across departments.
- Liaise where necessary with relevant coordinators and outside agencies in relation to additional needs.
- Where necessary plan, deliver and assess adult led / adult initiated sessions.
- Coordinate and support the writing of end of year reports ensuring accuracy and consistency.
- Liaise with the Head of Early Years to ensure a smooth transition for pupils, between rooms, stages and where appropriate settings.

### **Management of others**

- Attend regular meetings with other department managers to support strong and positive working relationships and a consistent approach to leadership and management across Early Years.
- Liaise with the Head of Early Years to ensure communications are well planned, and include all relevant parties, particularly in relation to the organisation of events or changes to normal working routines.
- Liaise with the Head of Early Years and HR Coordinator, where necessary to ensure that the staff within your department have regular performance review, supervision meetings, back to work meetings and inductions.
- Line manage department Room Leaders and Early Years practitioners in line with relevant HR policies with support, as necessary, from the Head of Early Years and Early Years Trainer to ensure engaged and motivated team. Carry out regular performance reviews, supervision meetings and back to work meetings and ensure induction and probation meetings are taking place and training where required is

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attended.

- Organise and attend weekly department / room leader meetings setting relevant agendas and ensuring accurate minutes are taken to support lines of communications and staff training.
- Support Head of Early Years in the allocation and development of staff to make the most effective use of their skills, expertise and experience.

### **Training and Development of Self and Others**

- Provide a professional model for others demonstrating expected behaviours and attitudes in line with the school values at all time and develop and maintain a culture of high expectations.
- Promote the development of working environments which actively engage and enable staff, encouraging inclusive, respectful and professional attitude and behaviours in line with the school values.
- Meet with the Head of Early Years for regular updates in relation to Early Years and wider school events / issues.
- Keep abreast of current educational thinking, attending courses, reading and sharing with colleagues significant developments.
- Identify areas for personal development and attend appropriate professional development meetings in line with own performance management cycle.
- Attend, coordinate and lead, where necessary, staff training, INSET, and other school events such as parent information evenings, seasonal events, and consultation evenings including those which may fall outside of 'normal' working hours.

### **Management of Resources**

- Ensure room leaders are aware of departmental budgets and their responsibility for keeping within these.
- Promote and encourage a culture of respect in relation to all resources and ensure they are maintained, used and stored appropriately by all staff.
- Monitor and identify resources required to support the needs of the department in line with action plans and school priorities. Take responsibility for managing department budgets and maintain accurate financial records.

### **Communications, Marketing and External Links**

- Support the production of weekly department newsletter to parents. Effectively communicate information relating to relevant items of interest, news and events.
- Build effective relationships with parents, informing them of matters affecting their children and attending to any concerns raised.
- Support the Head of Early Years with updates to the staff and parents' handbooks.
- Assist with all necessary marketing, publicity and advertising initiatives.
- Liaise with all relevant staff across the whole of Pilgrims to ensure effective communication is maintained to ensure smooth running of Early Years

You may also be required to undertake such other comparable duties as the Head requires from time to time.