

The Northumberland Church of England Academy

Title: Early Years Foundation Stage Deputy Director

Responsible to: Early Years Foundation Stage Director

Salary: Leadership Scale L4 – L8

Responsible For: You will be responsible for supporting the EYFS Director with the overall management of EYFS within Bishop's Primary School including Bishop's Early Years Centres, including all staff.

Purpose of the job:

The Deputy will assist the EYFS Director with the day to day running of the EYFS within Bishop's Primary School, including 2 year olds and the 30 hours provision across all campuses. This includes the management of staff, premises, welfare, learning and development of children and liaison with parents, in accordance with the statutory requirements of the Early Years Foundation Stage Statutory Framework. The Deputy will also support Bishop's SENDco with the early identification and support for children with additional needs within the EYFS.

Main duties:

- In conjunction with the EYFS Director, support in the day to day running of the Early Years Foundation Stage within Bishop's Primary including the two year old and 30 hour provision, This will include the management and deployment of staff and the safety, security, education and wellbeing of all children in line with the written policies of NCEA Trust, Ofsted registration requirements and all statutory legislation.
- Support the EYFS Director in implementing new initiatives, both local and national across the Early Years Foundation Stage within Bishop's Primary.
- Take responsibility for ensuring all policies and procedures are in place to meet the welfare and safeguarding requirements of the EYFS Statutory Framework.
- Support the planning of appropriate experiences for all children in line with Bishop's policy on teaching and learning to meet the learning and development requirements of the EYFS Statutory Framework.
- Monitor planning, assessment, recording and reporting in line with the requirements of the EYFS Statutory Framework.
- In conjunction with the EYFS Director support staff with the use of space within each building and outdoors to ensure all children have access to an appropriate range of opportunities and experiences in an exciting and stimulating environment.
- Support communication with parents, addressing any concerns, encouraging them to become involved in their children's learning.

- Liaise with Bishop's SENDCo for all matters relating to Special Educational Needs within the EYFS provision.
- Contribute to the organisation of a programme of staff training to meet the identified needs of all staff and ensure all trainees receive appropriate mentoring, coaching and training.
- Develop professional working relationships with all relevant authorities, including Ofsted.
- Develop professional working relationships with health professionals and other settings.
- Take responsibility for personal development, including participation in any necessary training.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of Bishop's Primary and to uphold its standards at all times, both in work hours and outside.

The Northumberland Church of England Academy

Person Specification: EYFS Deputy Director

	Essential	Highly Desirable	Desirable	Of Clear Additional Value	Of Potential Additional Value	Means of assessment
<u>Qualifications</u>						
Qualified teacher status	*					application
Early Years qualification		*				application
Training related to working in a pre-school setting		*				Application interview
Additional certified/ accredited study					*	Application interview
<u>Experience of</u>						
A minimum of 5 years teaching experience in Early Years	*					Application
Working with a similar community		*				Application
Partnership working pre-school or day care settings		*				Application interview
Managing a budget and resources			*			Application interview
Managing and supervising staff		*				Application interview
<u>Knowledge/Skills/Aptitudes</u>						
A sound professional knowledge of and personal commitment to the use of both established and innovative educational theory and philosophy in everyday practice	*					Application interview
The capacity to take on and implement new ideas and adopt proven and successful practices on the basis of professional development	*					Application interview
Knowledge, understanding and practical experience of 2- 5 year old children, development and effective parenting	*					Application interview
A thorough understanding of how pupil data, including that for performance should be used to raise standards in all aspects of pupil lives		*				Application interview
Knowledge of relevant legislation and the ability to develop policies and procedures consistent with legislation, best practice and the	*					Application interview

inspection of pre-school settings						
<u>Characteristics</u>						
A flexible approach to teaching with the capacity to implement change in terms of both innovation and consolidation of Best Practice	*					Application interview
A commitment to multi-team working, coupled with a pro-active and independent approach to personal professional development	*					Application Interview
High expectations of self, colleagues, community and pupils	*					Application interview
Ability to maintain a healthy work-life balance and to support others in doing so	*					Application Interview
A passion for learning in all aspects of life and for all	*					Application interview
A commitment to implement and promote Academy policy in all matters	*					Application Interview
A commitment to the ethos and values of the Academy	*					Application interview