

Early Years Coordinator

2024/2025

Purpose

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding, Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection and Wellbeing Coordinator (CPC) or to the Principal or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Key Accountabilities

General Responsibilities

To understand, uphold and promote the school aims, principles and objectives:

- To fulfil contractual requirements
- To understand and follow all aspects of the staff Code of Conduct
- To be accountable to their line-manager as shown in the ELIS VM academic leadership and management organigram
- To keep abreast of educational developments both in their subject area and in teaching and learning and to make recommendations to their line-managers
- To fully understand, promote and implement ELIS and Cognita Safeguarding policy and procedures
- To assist line-managers with the implementation of the School Improvement Plan and school self-evaluation processes
- To support other teachers and support staff within their departments/Year groups/Key Stages in the carrying out of their job descriptions
- To play an active role in department, Key Stage and school policymaking where appropriate
- To establish and maintain proper standards of professional performance
- To understand and fulfil all responsibilities in accordance with whole school academic and organizational policies

Duties and Responsibilities**Teaching and Learning:**

- Plan and deliver engaging, age-appropriate learning experiences aligned with the Early Years Foundation Stage (EYFS) framework.
- Foster creativity, curiosity, and a love for learning through play-based and structured activities.
- Monitor and assess individual progress, using observations and assessments to support children's development.

Leadership:

- Leads and manages Early Years team, motivating and inspiring them with a shared sense of direction, pride and energy. Conveys a positive 'can do' attitude and presents a united front to secure successful outcomes of school initiatives.
- Supports the Head of Lower School in providing a clear vision and direction for the Development of Lower School.
- Supports Early Years staff in the carrying out of their job descriptions.
- Identifies staff training and developmental needs through the performance management process and plans with the Head of Lower School to ensure these needs are met.
- In conjunction with the Head of Lower School and Lower school MLT, contributes to develop, publish and maintain a Lower School Developmental Development Plan that will form the basis of the post-holder's own performance management and appraisal process.
- Keeps all staff well informed about the organisation of the day to day running of the school as well as future planning.
- Oversees the coordination of reports, proposing changes and updates as and when required and to help ensure their accuracy and quality. To support the Head of Lower School in proof-reading reports.
- Supports the Head of Lower School to plan and create timetables for each academic year.

Pastoral and Behavioural Support:

- Provide a safe, caring, and nurturing environment that supports children's emotional and social well-being.
- Encourage positive behaviour, independence, and respect for others.
- Work collaboratively with parents and caregivers to support children's learning and development.

Collaboration and Professional Development:

- Work closely with the Early Years team to ensure high-quality practice across the department.
- Participate actively in professional development opportunities and school initiatives.
- Contribute to the planning and delivery of school-wide events, activities, and enrichment programmes.

Other Responsibilities:

- Support the development of classroom resources and environments that inspire young learners.
- Adhere to school policies, including safeguarding and health and safety procedures.

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
Qualifications and Experience	<ul style="list-style-type: none"> • A relevant qualification in Early Childhood Education 	<ul style="list-style-type: none"> • Experience working in an international or British curriculum school
Knowledge and Skills	<ul style="list-style-type: none"> • A strong understanding of the Early Years Foundation Stage (EYFS) framework • Excellent communication and interpersonal skills • The ability to plan, deliver, and assess engaging learning experiences 	
Personal Attributes	<ul style="list-style-type: none"> • A warm, caring, and approachable personality • A genuine passion for working with young children and a commitment to their holistic development • Proactive, adaptable, and a team player 	

<p>Additional Requirements</p>	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of all students • Alignment with the school’s core values: Respect, Care, Perseverance, Kindness, and Honesty 	
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Key Stakeholders:

Internal – SLT, teachers, parents and students, pupil support services, relevant staff with cross school responsibilities, relevant non-teaching staff.

External – School community, Wider Cognita teaching network.

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: