



Job Description

Job Title: Associate Director of Early Years (Part Time : 0.6 FTE)

Reporting to: Chief Executive Principal - Primary

Grade: L5 – L9

Overall purpose of the post

To provide high quality, world class leadership commensurate with the needs of Outwood Primary Academies and the Family of Schools it is supporting.

This post would be an ideal opportunity for an outstanding Early Years leader to maintain close links with classroom practice whilst developing their own leadership potential.

Responsibilities and accountabilities

- To undertake the full range of duties and responsibilities as required by the Executive Principal as set out in:
 - a. The School Teachers Pay and Conditions of Service
 - b. Any other duties commensurate to the post title and grade which the Executive Principal may deem appropriate.
- Support the Academy's National Leadership in Education status by providing support and challenge to other schools as required.
- To have overall responsibilities for the quality of Early Years Foundation Stage provision across the Family of Schools.
- To act as facilitator/co-ordinator of new initiatives and innovative practice in Early Years.
- To develop the quality of data on Early Years performance to ensure that it is accurate and appropriate to facilitate targeted intervention.
- You will be expected to promote and develop Early Years practice locally, nationally and internationally.
- Support and challenge the learning and teaching within Early Years settings across the Family of Schools, including the development of leaders of Early Years.

- Take a lead role in Outwood Institute of Education (Teaching School) events.
- Be actively developing Early Years provision in line with local, national and international initiatives, policy and best practice.
- To actively promote equality of opportunity for all children and staff

Expectations

- To put 'Children First' in everything you do.
- To be flexible in order to meet the constantly changing demands of the role.
- To be prepared to undertake outreach work on behalf of the Academy.
- To keep up to date with educational development, strategy and thinking
- To actively pursue your own professional development as a Senior Leader
- To show commitment to the rigorous continuous improvement of schools.
- To demonstrate a positive commitment to working with all stakeholders (children, governors, parents, staff, etc) to improve the performance of the schools.
- Be committed to providing a 'world class' workforce in order to ensure the best possible opportunity from all our children.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.