



HIGHWEEK COMMUNITY PRIMARY & NURSERY SCHOOL
TLR 2a EYFS LEADER - PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>An Early Years Leader plays a crucial role in shaping the learning and development of young children, typically from birth to age five. This position requires a blend of leadership, management, and early childhood education expertise.</p>		
<p>1. Leadership and Team Management</p>		<p>VISIT, INTERVIEW, APPLICATION</p>
<ul style="list-style-type: none"> • Effective communication: The ability to clearly convey information, expectations, and feedback to staff, parents, and stakeholders. 	<ul style="list-style-type: none"> • Currently leading or experience in leading EYFS 	
<ul style="list-style-type: none"> • Team building and motivation: Creating a positive team culture, inspiring staff to work towards shared goals, and fostering collaboration. 		
<ul style="list-style-type: none"> • Decision-making: Making informed, quick decisions regarding the welfare of children, staff, and the overall operation of the early years setting. 		

<ul style="list-style-type: none"> • Handling issues amongst staff, parents, or between children with tact and professionalism. 		
2. Qualifications and teaching and learning		VISIT, APPLICATION, INTERVIEW
<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • NPQML, NPQSL, NPQH 	
<ul style="list-style-type: none"> • Excellent understanding of early reading approaches and synthetic phonics 	<ul style="list-style-type: none"> • Read Write Inc trained 	
3. Early Childhood Education Expertise		APPLICATION, INTERVIEW
<ul style="list-style-type: none"> • Child development knowledge: Deep understanding of developmental milestones, cognitive, physical, and emotional growth stages in early childhood, ages 3-5 	<ul style="list-style-type: none"> • Child development knowledge: Deep understanding of developmental milestones, cognitive, physical, and emotional growth stages in early childhood, ages 0-2 	
<ul style="list-style-type: none"> • Curriculum planning ages 3-5: Designing and overseeing the implementation of an engaging, age-appropriate curriculum that supports children's holistic development 	<ul style="list-style-type: none"> • Curriculum planning 2 year olds: Designing and overseeing the implementation of an engaging, age-appropriate curriculum that supports children's holistic development 	
<ul style="list-style-type: none"> • Assessment and observation: The ability to observe, assess, and document children's progress to ensure that they are meeting developmental benchmarks. 		
<ul style="list-style-type: none"> • Inclusion and diversity: Creating an inclusive environment that values diversity and adapts learning experiences to meet the needs of all 		

children, including those with special educational needs and disabilities (SEND).		
4. Safeguarding and Child Protection		APPLICATION, INTERVIEW
<ul style="list-style-type: none"> • Safeguarding procedures: Deep understanding of safeguarding policies and legal obligations to ensure the safety and welfare of all children. 	<ul style="list-style-type: none"> • Level 3 safeguarding trained 	
<ul style="list-style-type: none"> • Risk management: Identifying and mitigating risks within the early years setting, both physically and emotionally. 		
<ul style="list-style-type: none"> • First aid: Having basic first aid knowledge specific to young children, including responding to common injuries or emergencies. 		
5. Interpersonal and Communication Skills		VISIT, APPLICATION, INTERVIEW
<ul style="list-style-type: none"> • Parent partnerships: Building strong, trusting relationships with parents and guardians, ensuring they are involved in their child's development and learning journey. 		
<ul style="list-style-type: none"> • Empathy and emotional intelligence: Understanding and managing the emotions of children, staff, and parents, while responding appropriately to diverse situations. 		
<ul style="list-style-type: none"> • Active listening: Listening carefully to children, staff, and parents to identify 		

concerns, opportunities, and areas for development.		
6. Organizational and Administrative Skills		APPLICATION, INTERVIEW
<ul style="list-style-type: none"> • Time management: Balancing various responsibilities such as teaching, staff development, and administrative tasks efficiently. 		
<ul style="list-style-type: none"> • Budget management: Managing the financial aspects of the setting, including allocating resources, purchasing equipment, and ensuring sustainability. 		
<ul style="list-style-type: none"> • Record-keeping: Maintaining accurate records of children’s development, attendance, and any safeguarding concerns. 		
<ul style="list-style-type: none"> • Compliance with regulations: Ensuring the setting meets local and national regulatory requirements, such as health and safety, Early Years Foundation Stage (EYFS) standards and Ofsted regulations 		
7. Adaptability and Problem Solving		APPLICATION, VISIT, INTERVIEW
<ul style="list-style-type: none"> • Flexibility: The ability to adapt to changing circumstances, whether it be a child’s needs, staff availability, or external pressures like new regulations or guidance. 		

<ul style="list-style-type: none"> • Innovation in learning environments: Identifying and implementing creative solutions to engage children in learning and development. 		
<ul style="list-style-type: none"> • Resilience: Managing stress, remaining calm under pressure, and handling unexpected challenges with a positive attitude. 		
8. Professional Development and Reflection		APPLICATION, INTERVIEW
<ul style="list-style-type: none"> • Continuous learning: Staying up-to-date with best practices in early childhood education, including attending workshops, courses, or training and undertaking personal research. 		
<ul style="list-style-type: none"> • Reflective practice: Regularly assessing one's leadership style, the effectiveness of the early years provision, and seeking ways to improve personally and professionally. 		
<p>These skills together enable an Early Years Leader to create a safe, nurturing, and stimulating environment for young children while also ensuring the smooth running of the early years setting.</p>		