



# St Joseph's Institution International School

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Early Years</b>		
<b>Reporting To:</b>	<b>Elementary School Assistant Principals</b>		
<b>Direct Reports:</b>	<b>Teaching Assistant</b>		
<b>Effective starting from:</b>	<b>August 2025</b>	<b>To:</b>	<b>July 2027</b>

The Head of Early Years will collaborate with the ES SLT to create and drive our school development plan. Early Years at SJIS Malaysia include Nursery and Reception. In addition to this, we offer classes in a range of experiences for children who are 0-3 years. The Head of Early Years will lead the wellbeing, learning, and growth of all staff and students across this phase and contribute to a school culture that is positive, purposeful, and professional.

As a leading professional in education, the Head of Early Years will :-

### 1. Learning and Teaching

- Develop and review the Early Years curriculum, policies and initiatives
- Lead and oversee the Early Years planning with regard to curriculum expectations
- Establish and maintain regular communications with specialist subject departments including Learning Support and EAL
- Brief and update colleagues on relevant policy and practice through meetings and workshops
- Monitor, evaluate, and facilitate professional discussions around student progress and learning and teaching through looking at learning environments, planning, talking to students, and visiting lessons
- Ensure a smooth transition for students between year groups
- Keep abreast of current thinking by attending courses and continuing your own professional development. Build relationships and visit other EYFS settings.

### 2. Leadership & Staff

- Lead with a balance of humility and strength
- Lead with a high level of emotional intelligence
- Line manages all teachers within the EYFS phase
- Develop staff by identifying and facilitating training needs and creating opportunities for peer learning
- Monitor and promote the well-being of staff and consider this within all you do
- Inspire, motivate, and lead by example
- Support the ES SLT with the recruitment and appointment of new staff to the phase when needed

### 3. Students

- Be committed to safeguarding and promoting the welfare of children and young people
- Support the school DSL regarding students in the EYFS phase
- Lead assemblies
- Monitor and promote the wellbeing of all students
- Support with ES SLT with the admissions process for the phase



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### 4. Wider Responsibilities

- Deal proactively and in a timely manner, with parental concerns
- Build strong relationships with parents and assist in the coordination and delivery of parent curriculum meetings and/or workshops as appropriate
- Support the marketing and admissions team to maintain positive links and promote the facility in the local community
- Ensure that Early Years is well-resourced
- Ensure that all health and safety arrangements are in place for Early Years lessons and events
- Comply with our School Child Protection and Safeguarding Policy

In addition to the responsibilities above, the Head of Early Years should meet the following requirements:

- Believe in the potential of every child
- Have an appropriate degree, with UK PGCE, or other teaching qualification giving QTS, Masters degree desirable
- Experience in leading in international school communities
- Experience with a range of international curricula is highly desirable
- An in-depth understanding of child development theory from 0-8 years
- An evidence informed Early Years educator who is passionate about learning, pedagogy, child development theory, and research and who has proven impact in this area
- Ability to monitor the work of others and provide effective and credible feedback leading to improvement
- Ability to communicate effectively both verbally and in writing to a wide range of audiences
- Ability to provide Early Years training and support to EY teams
- Ability to organise oneself, prioritise and meet deadlines A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- A positive and solution-focused attitude to working life
- Appropriate references from current Headteacher and previous employers, corroborated by personal phone calls.