



WINDERMERE
SCHOOL
FOUNDED 1863

CANDIDATE INFORMATION

Head of EYFS and Pre-Prep



Head of EYFS & Pre-Prep at Windermere School

At **Windermere School**, the Head of EYFS will provide strategic leadership and operational management of the Early Years Foundation Stage, ensuring outstanding provision for children in Pre School and Reception. The role also includes oversight of Pre-Prep (Years 1 & 2), ensuring strong curriculum continuity, high-quality teaching and learning, and a seamless transition from Early Years into the next phase of education.

As both an **IB World School** and a **Round Square School**, we nurture globally minded learners who approach challenges with confidence, compassion, and integrity. Our teaching encourages critical thinking, collaboration, and problem-solving.

Located in the heart of the **Lake District National Park**, our beautiful surroundings are central to school life. We use this remarkable environment to enrich learning across the curriculum,

We are deeply committed to the ongoing **professional growth and wellbeing** of our staff. Through collaborative practice, access to IB and Round Square networks, and opportunities for leadership and innovation, we support colleagues to develop their skills and flourish in their careers.

If you are passionate about will championing excellence in early childhood education, fostering a nurturing, stimulating and ambitious learning environment that reflects the ethos and values of the school and share our belief in education that balances academic challenge with personal growth, outdoor discovery, and professional development, we warmly invite you to apply.

THE BENEFITS OF WORKING AT WINDERMERE



Windermere School offers a generous employer pension contribution



Up to 70% for full time permanent teaching staff



24-hour independent helpline for staff



Free and delicious three course lunch daily



Access to free online TES training courses



Staff discount at local gym and pool



A work laptop provided for all teaching staff

SUMMARY OF THE ROLE

Job Title

Head of EYFS and Pre-Prep

Accountable To

The Head and Deputy Head of Pre-Prep & Prep

Position Type

Full Time, permanent position

Closing Date

Applications should be received by 12 April 2026. We reserve the right to interview sooner.

Job Overview

The Head of EYFS provides strategic leadership and operational management of the Early Years Foundation Stage, ensuring outstanding provision for children in Pre School and Reception. The role also includes oversight of Pre-Prep (Years 1 & 2), ensuring strong curriculum continuity, high-quality teaching and learning, and a seamless transition from Early Years into the next phase of education.

The Head of EYFS will champion excellence in early childhood education, fostering a nurturing, stimulating and ambitious learning environment that reflects the ethos and values of the school.



JOB DESCRIPTION

Key Responsibilities

- Provide clear, effective leadership for Early Years and Pre-Prep in line with the school's vision and strategic priorities.
- Develop, implement, and review the Early Years and Pre-Prep development plan.
- Contribute proactively to whole-school leadership and decision-making.
- Manage, submit and review funding requirements for Early Years, including liaising with the County Council and the Finance department.
- In accordance with the statutory requirements of EYFS, to hold the position of Designated Safeguarding Lead for the EYFS.

EYFS Framework and Statutory Compliance

Key Responsibilities

- Ensure full and ongoing compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS).
- Oversee safeguarding, welfare, health and safety, and staff suitability requirements.
- Ensure accurate record keeping and readiness for inspection.
- To ensure all building safety requirements are met on a daily basis

Quality of Teaching, Learning, and Assessment

Key Responsibilities

- Promote and sustain high standards of teaching and learning across Early Years and Pre-Prep.
- Monitor teaching through observation, learning walks, and professional dialogue.
- Ensure effective assessment systems, including baseline, formative assessment, and EYFS Profile (where applicable).
- Submit Early Learning data as requested by the County Council.
- Use assessment data to inform planning and support pupil progress.

Pastoral Care and Pupil Wellbeing

Key Responsibilities

- Lead and model excellent pastoral care, ensuring the wellbeing, safety, and happiness of all pupils.
- Promote positive behaviour management in line with school policies and age-appropriate practice.
- Ensure effective identification and support for pupils with additional needs.

Staff Leadership and Professional Development

Key Responsibilities

- Lead, support, and manage Early Years and Pre-Prep staff.
- Conduct staff appraisals, set objectives, and support professional development.
- Promote a culture of reflection, collaboration, and continuous improvement.
- Ensure statutory ratios are met and provide appropriate cover as required.
- Provide updates and training through staff meetings and INSET on key changes, developments and initiatives within the curriculum.

Parents and Partnerships

Key Responsibilities

- Foster strong partnerships with parents as key stakeholders in their child's education.
- Lead and participate in parents' meetings, information evenings, and workshops.
- Oversee clear, timely, and professional reporting and communication.

Events, Enrichment, and School Life

Key Responsibilities

- Plan and oversee Early Years and Pre-Prep events and celebrations.
- Ensure smooth transition arrangements for pupils entering and moving through the phases.
- Contribute positively to the wider life of the school.

Professional Conduct and Development

Key Responsibilities

- Uphold the highest standards of professional conduct.
- Engage in ongoing professional development and reflective practice.

- Act, at all times, in accordance with safeguarding and school policies

Staff

- To maintain high standards of teaching and learning.
- To participate in the annual Professional Development Review (Appraisal).
- To produce high quality subject reports and to ensure that these reports are personalised, recognising success, focused on targets for improvement and are of a high quality.

SAFEGUARDING RESPONSIBILITIES FOR ALL STAFF

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School operates a No Smoking and Vaping policy within its buildings and grounds.

PERSON SPECIFICATION

Education	
Qualified Teacher Status (QTS) with substantial experience of teaching in EYFS and KS1	Essential
Proven leadership or middle-leadership experience in an early years or primary setting	Essential
Teaching and Learning	
Deep knowledge of the EYFS Statutory Framework, Development Matters, and KS1 curriculum	Essential
A strong track record of raising attainment and improving outcomes for young children	Essential
Excellent understanding of child development, assessment, and how children learn best	Essential
Personal and Leadership Qualities	
Inspirational leadership and the ability to motivate colleagues.	Essential
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A warm, nurturing manner with the ability to inspire and motivate both children and colleagues	Essential
Ability to communicate clearly and concisely, orally and in writing with a wide range of people	Essential
Able to motivate and challenge others	Essential
Ability to liaise effectively with external organisations	Essential
Ability to prioritise own workload and work independently demonstrating strong organisational skills	Essential
Ability to demonstrate a flexible attitude and approach to tasks	Essential
Commitment to safeguarding and promoting the welfare of children and young people	Essential
Willingness to undergo appropriate checks, including enhanced DBS checks	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and parents	Essential
Strong communication and interpersonal skills with children, parents, and staff at all levels	Essential
Experience within an independent school environment	Desirable
Experience leading or contributing to OFSTED/ISI inspection preparation	Desirable
A willingness to demonstrate commitment to the activities, values and ethos of the school	Essential
An ability to smile and laugh!	Essential
Creativity, enthusiasm and a positive outlook.	Essential
Commitment to the pastoral care and wellbeing of young children	Essential
High levels of professionalism, integrity and reliability	Essential



WINDERMERE SCHOOL

Windermere School
Patterdale Road, Windermere,
The Lake District, LA23 1NW
Telephone: +44 (0) 15394 46164 Email: admissions@windermerschool.co.uk

www.windermerschool.co.uk