

Role Profile: EYFS Lead

Location: Hendon Prep

Function: Head of Department

Reporting to: Headteacher

About the School

Hendon Prep is a warm, inclusive and nurturing independent preparatory school where every child is known, valued and empowered to thrive. Guided by our mission to Empower, Inspire and Include, we combine personalised learning, expert teaching and innovative approaches to help every child achieve academic success while growing in confidence and resilience.

Our diverse community celebrates kindness, curiosity and a love of learning. Through a broad and creative curriculum, enriching co-curricular opportunities and a strong focus on pupil wellbeing, we ensure children from Preschool to Year 6 flourish both academically and personally. Safeguarding and the wellbeing of every child are central to everything we do.

Role Purpose

Hendon Prep School is seeking an outstanding, dynamic and ambitious EYFS Lead to lead and develop our thriving Early Years Foundation Stage provision.

This is an exciting opportunity for an experienced Early Years leader to shape the strategic direction of Nursery and Reception, inspire a team of talented practitioners and play a key role in the continued growth of our school.

The EYFS Lead is responsible for the leadership, day-to-day management and continued development of Nursery and Reception. Reporting directly to the Headteacher, you will ensure the highest standards of teaching, learning, safeguarding and pastoral care whilst supporting pupil recruitment, retention and parental engagement.

What you Will be Doing

Key Responsibilities

Leadership and Management

- Provide leadership for Nursery and Reception.
- Lead, motivate and develop a high-performing EYFS team.
- Drive continuous improvement through effective self-evaluation and development planning.

- Contribute to whole-school leadership and school improvement initiatives.
- Work collaboratively with colleagues across the Blenheim Schools Group to share best practice and innovation.

Teaching and Learning

- Ensure outstanding teaching and learning across the EYFS.
- Lead an ambitious, engaging and child-centred curriculum.
- Promote excellence in early reading, communication, mathematics and personal development.
- Develop stimulating indoor and outdoor learning environments.
- Champion innovation, creativity and educational technology.

Safeguarding and Wellbeing

- Promote a strong safeguarding culture where children's welfare is paramount.
- Ensure full compliance with the latest EYFS Statutory Framework and safeguarding requirements.
- Work closely with the Designated Safeguarding Lead to support vulnerable children and families and act as a deputy DSL.
- Lead attendance monitoring and early intervention strategies.
- Foster a nurturing environment where every child feels safe, valued and supported.

Admissions and Parent Engagement

- Lead EYFS admissions events, tours and prospective parent meetings.
- Build exceptional relationships with families.
- Support Nursery-to-Reception conversion and overall EYFS recruitment.
- Develop strong links with local nurseries and community partners.
- Lead workshops, stay-and-play events and parent engagement initiatives.

Compliance and Quality Assurance

- Ensure full compliance with EYFS statutory requirements.
- Maintain high standards in safeguarding, health and safety, and staff development.
- Support inspection readiness and quality assurance processes.
- Ensure staffing ratios, qualifications and recruitment processes remain fully compliant.
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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

What We're Looking For**Essential**

- Significant experience teaching within Nursery and Reception.
- Successful leadership experience within an EYFS setting.
- Excellent knowledge of the EYFS Framework and child development.
- Strong understanding of safeguarding and welfare requirements.
- Proven ability to lead, inspire and develop staff.
- Excellent communication and relationship-building skills.
- Commitment to delivering exceptional outcomes for children.
- A good sense of humour.

Desirable

- Experience within the independent school sector.
- Experience of supporting admissions, recruitment and retention initiatives.
- Experience preparing for inspections.
- Experience working across multiple teams or school groups.
- Understanding of educational technology and innovative practice in Early Years.

What We Offer

- The opportunity to lead and further develop a successful EYFS provision.
- A supportive and ambitious leadership team.
- Access to professional development and leadership opportunities through the Blenheim Schools Group.
- A collaborative culture focused on innovation and excellence.
- Wonderful children who are enthusiastic, curious and eager to learn.
- A welcoming and engaged parent community.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Hendon Prep. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:**• Signed:****• Name (print):****• Date:**