

## ASSISTANT HEAD OF EARLY YEARS PHASE JOB DESCRIPTION

<b>Job Title:</b>	Assistant Head of Early Years Phase		
<b>Line Manager:</b>	Head of Lower School	<b>RA Point:</b>	RA4

### Purpose of Job

To assist the Head of Lower School and Head of Early Years in leading this large phase to deliver high standards of teaching and learning and achievement. With a significant responsibility focussed on teaching and learning, the Assistant Head of Early Years will assist the Head of Early Years in the day to day management of the phase and be specifically responsible for overseeing key strategic Early Years areas (e.g. activities and assessment)

### Duties and Responsibilities

#### Lead Learning and Teaching

- Support the Head of Early Years in ensuring a smooth transition of pupils between year groups/phases
- Support the development of a first-class learning environment
- Set a model of excellence in classroom practice throughout the phase
- Carry out all of the duties of an Early Years teacher when necessary
- Support the Head of Early Years with the coordination of systems within the phase
- Lead Early Years assemblies when required
- Be a role model as a classroom practitioner

#### Assessment and Phase Evaluation

- Support the monitoring and evaluation of Early Years teaching and learning
- Implement and oversee the Early Years assessment and tracking programme ensuring that purposeful assessment data is used to inform planning and additional support and that teachers have the relevant assessment materials in order to do this
- Take responsibility for relevant aspects of the School Development Plan

#### Staff Development

- Appraise other members of teaching and support staff

#### Wider responsibilities

- Coordinate the Early Years activities programme and other strategic areas as required
- Be an active member of the Lower School Leadership Team
- Assist in coordination and delivery of parent meetings and/or workshops as appropriate.
- Help to monitor the welfare of all pupils
- Help to coordinate Early Years admissions
- Help to arrange (and sometimes provide) cover for all classes
- Manage day-to-day parent and pupil issues proactively
- Undertake any other reasonable professional task as directed by the Head of Lower School

### **Personal and Professional Conduct - Maintaining High Standards of Ethics and Behaviour, within and outside School**

- Treat students with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position
- Have regard for the need to safeguard students' well-being, in accordance with school policy and school safeguarding code of conduct
- Show tolerance of and respect for the rights of others
- Support and encourage fundamental values such as democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in own attendance and punctuality

### **Other Responsibilities**

- Follow all agreed School Policy and procedures as shared and in the Staff Handbooks
- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the School

### **Requirements**

- Qualified Teacher Status/good honours degree
- Excellent interpersonal skills
- Ability to lead and support other staff within the school to positively impact on standards and achievement
- Proven success in raising standards in a particular area
- Ability to lead staff training
- Ability to process and analyse student data
- Excellent ability in written and spoken English
- Significant middle leadership experience
- An outstanding role model in the classroom
- Well organised and proactive
- Excellent subject and curriculum knowledge in respect of EYFS
- Outstanding communicator
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in

Harrow International School Bangkok is committed to the safety and protection of children.  
All employees are expected to comply with our School Child Protection and Safeguarding Policy.



this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be adjusted in the light of the business needs of the school.