



# Phoenix House International School

## Job Description

### **Assistant Head - Pre Prep**

Leading EYFS learning and teaching in Pre-Prep, based at sister school, Clarence International School.

#### **Status of the Post**

This is a non-class based curriculum post within the school's staffing structure. The role carries with it membership of the Middle Leader Team. The post holder is accountable to the Head of School.

#### **Professional Responsibilities**

The post holder will be required to exercise her/ his professional skills and judgement to carryout, in a collaborative manner, the duties set out below:

#### *Leadership, Management and Development*

- Lead the development of highly effective policy and practise across the EYFS curriculum, ensuring these are collectively and consistently implemented
- Use UK national and international data to monitor standards of achievement across the Pre-Prep
- Monitor the progress made towards achieving Early Learning Goals, and use this information to plan future developments
- Collaborate with staff on short, medium and long term planning to develop EYFS practice
- Keep under review the standards of pupil achievement and the quality of teaching and learning: collate evidence of standards, conduct annual monitoring of learning outcomes.
- With the SLT, manage the strategic Pre-Prep development across the EYFS curriculum, contributing to the whole school SDP.
- Research and evaluate innovative EYFS curricular practices and draw on research outcomes and other sources of external evidence to inform the developments of the Pre Prep.
- Assist the SLT in ensuring that the Pre-Prep is inspection ready.

#### *Teaching and Learning*

- To be an exemplary EYFS teacher, clearly demonstrating excellent and innovative play-based planning, teaching and organisation, and excellent standards of enjoyment, achievement and behaviour in the classroom
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of EYFS pupils
- An understanding or background in the arts, especially in drama and/or EYFS poetry.
- Lead the moderation of judgements in assessing, recording and reporting pupil progress towards the Early Learning Goals, in line with school policy
- With the SLT, evaluate the teaching and learning in pre Prep through monitoring activities including:
  - Observations
  - Work and planning scrutiny
  - Pupil interaction
  - Analysis of results and assessment data
  - Attending planning meetings
  - Leading staff training
  - Informal discussions
- Use this analysis to identify effective EYFS practice and areas for improvement and, in conjunction with the SLT, take action to further develop and embed the quality of teaching and learning in the Pre Prep

*Lead, develop and enhance the teaching practice of others*

- With the SLT:
  - o Working alongside the CPD lead, coordinate CPD needs and opportunities and lead EYFS focused INSET sessions where appropriate
  - o Lead professional development of teaching staff and teaching assistants through example, support and liaison with the leadership team
  - o Specifically ensure newly qualified and staff new to the school receive appropriate support in delivering high quality EYFS teaching and learning
  - o Monitor the planning, support the development of units in response to pupil interest, where appropriate and suggest and model ideas where necessary
  - Lead teach or work alongside EYFS class teachers to develop necessary skills where appropriate
  - Establish and maintain effective working relationships with professional colleagues and other subject leaders to develop cross curricular and school links
  - Establish effective relationships with parents and inform them of developments and practices relating to high quality EYFS teaching and learning
  - Order, distribute and manage EYFS resources

#### *Reporting*

- Report to the Head of School on Pre Prep pupil progress as appropriate
- Report to parents and the Board on pupil progress and developments in EYFS learning and teaching as appropriate

#### *Display*

- Co-ordinate high quality and responsive displays of Pre Prep pupil learning
- Monitor the quality of displays

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### **Personal Specifications**

#### **Experience**

- Substantial and successful Pre -Prep, Prep and EYFS teaching experience
- Experience of assessing pupil progress in line with the EYFS Development Matters.
- High level of personal skill in and passion for Pre Prep education
- Experience of contributing to policy and decision-making

#### **Disposition – evidence of**

- Personal and intellectual qualities required to set an example to others
- Ability to work on own initiative and be proactive
- Commitment to excellence and to significantly raise the skills and personal achievements of all pupils
- Flexibility, drive, energy and enthusiasm
- Approachability and a sense of humour

#### **Knowledge, skills and abilities**

- A thorough knowledge and understanding of the EYFS Development Matters Curriculum and how this can be implemented through realistic and achievable planning
- Ability to be a good team player with a good understanding of how teamwork contributes to school improvement
- Excellent verbal and written communication skills
- Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines