



## Job Description

**Job role: Assistant Headteacher for EYFS and Year 1**

**Grade: Salary range – L5 – L9**

**Reporting to: Headteacher**

### ROLES AND RESPONSIBILITIES:

#### Strategic Leadership

In partnership with the Headteacher, Leadership Team and Governing body

- Develop and maintain the strategic vision and values for the school
- Prepare and implement the School Improvement Plan and evaluate its impact on the quality of education

#### Teaching and Learning

- Provide an example of excellent teaching which inspires others to reach a high standard of practice
- Lead the phase team in planning a stimulating curriculum that provides equal opportunities for all and secures a high standard of learning
- Lead the team in providing a safe, happy, enabling environment that is effective in supporting development of the 'characteristics of learning'.
- Lead teaching and non-teaching staff in the continuous improvement of their practice
- Monitor and evaluate the quality of teaching and pupil achievement

- Establish effective processes for ongoing assessment for learning and summative assessment, including attainment on entry, baseline, EYFS profile and Phonics Screening Check
- To promote the safeguarding of children

#### Phase Leadership and Management

- Develop, implement and review school policies and practices relevant to the phase
- Be responsible for the management of effective pupil induction into the phase
- Arrange and lead INSET and Phase Meetings to improve teaching and learning
- Be responsible for the pastoral care of children, promoting independence and good behaviour, in accordance with school policies
- Ensure that policies and procedures with regard to Safeguarding and Health and Safety are implemented effectively in the phase
- Work with the Inclusion team in the early identification and provision for children with additional needs
- Be responsible for the Line Management and Performance Appraisal of staff in the phase
- Ensure effective induction of Newly Qualified Teachers and new staff in line with school procedures, including arranging and providing coaching/mentoring as appropriate



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### Other Leadership Responsibilities

- Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively
- Be a highly visible presence around the school and model high expectations of staff and students
- Foster positive partnerships with parents, carers, governors and the local community
- Participate in all aspects of school life, including Workshops, Open Days/Evenings and other events for parents and staff as appropriate
- Contribute to the development of effective links with schools in the Future Zone network and beyond
- Participate in recruitment for teaching and support staff posts
- Make a significant contribution to Governors' meetings

*From time to time the needs of the school will inevitably change and as a member of the leadership team the successful candidate must be prepared to change areas of responsibility, renegotiating his/her personal job description with the Headteacher to allow for the development of the school and his/her own professional and personal development. The job description may be amended at any time, after discussion, but in any case will be reviewed annually.*

## Person Specification

(E) = Essential (D) = Desirable

Qualifications and Experience	
1	Qualified Teacher Status and evidence of appropriate in-service training (E)
2	Substantial successful experience of teaching and leading practice in early years (E) and Year 1 (D).
3	Good Honours Degree or equivalent relevant qualification (D)
4	Experience of working in a large, multi-cultural school (D)
5	Significant, proven experience of leading improvement and managing others effectively (E)
Knowledge and Skills	
6	A sound knowledge of child development, early childhood education, current early years policy (E)
7	Excellent knowledge and understanding of how to implement the statutory learning, assessment, welfare and safeguarding requirements of the EYFS curriculum (E)
8	Knowledge and understanding of processes for monitoring, assessment, recording and reporting pupils' progress and the impact these activities have on driving effective teaching and learning (E)
9	Ability to create a happy, stimulating learning environment in which children can thrive and develop strong characteristics of learning across all areas (E)
10	Ability to lead and manage staff effectively to maximise children's learning (E)
11	Good understanding of the role of parents and the community in developing and sustaining a happy, successful school and the skills to make positive links with all stakeholders (E)
12	Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children (E)
13	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
Personal Qualities	
14	Ability to lead and inspire a team, develop good relationships and make an effective contribution to a positive and productive working environment (E)
15	Ability to evaluate own and others' practice, identify areas for improvement and take effective action to improve teaching and learning (E)
16	Ability to give and respond to feedback as a constructive process that supports development, taking action to improve practice (E)
17	Appetite for a challenge and the ability to motivate self and others towards reaching shared goals (E)
18	Ability to communicate clearly both orally and in writing to a variety of audiences. (E)
19	Ability to establish and develop positive relationships with parents, governors and the community (E)