



Assistant Head - EYFS

Main purpose

The EYFS lead will support the Executive Head and Head of School in:

- Communicating the school's vision compellingly and supporting their strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The EYFS lead have class teacher responsibilities, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities

The EYFS lead will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Executive Head or Head of School, the EYFS lead will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Executive Head or Head of School, the EYFS lead will:

- Establish and sustain high-quality teaching across the Early Years, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership through leading a Faculty, with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

Additional and special educational needs and disabilities (SEND)

Under the direction of the Executive Head or Head of School, the EYFS lead will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Staff management and professional development

Under the direction of the Executive Head or Head of School, the EYFS lead will:

- Performance manage staff, including carrying out appraisals and holding staff to account for their performance
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Executive Head or Head of School, the EYFS lead will:

- Work with the governing board as appropriate
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">• Leadership and management experience in a school• Teaching experience in Early Years• Involvement in school self-evaluation and development planning
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.