



## Assistant Headteacher for EYFS



### Job Description

#### Job details

**Salary:** L1 – L7 (£49,781.00 to £57,831.00)

**Contract type:** Full-time, Fixed-term for 1-Year to cover Maternity Leave

**Reporting to:** Co-Headteacher

**Responsible for:** Early Years Foundation Stage and Early Years Foundation Stage SEND

#### Main purpose

The assistant headteacher will support the co-headteachers and deputy headteacher in:

- › Communicating the school's vision compellingly and supporting the co-headteacher's 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 assistant headteacher will also have a timetabled teaching commitment of 70%, 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 assistant headteacher 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
- › Be passionate about Early Years Foundation Stage

#### Duties and responsibilities

##### School culture and behaviour

Under the direction of the co-headteachers or deputy headteacher, the assistant headteacher 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
- › Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
- › Be an active participant in the school's Pastoral Team

## Teaching, curriculum and assessment

Under the direction of the co-headteachers or deputy headteacher, the assistant headteacher will:

- › Establish and sustain high-quality teaching across subjects and phases, based on evidence
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders 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
- › Stay up-to-date with latest developments in Early Years Foundation Stage

## Additional and special educational needs and disabilities (SEND)

Under the direction of the co-headteachers or deputy headteacher, the assistant headteacher 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](#).
- › Work closely with the SENDCo to ensure provisions, professionals and paperwork is in place for pupils in Early Years Foundation Stage

## Organisational management and school improvement

Under the direction of the co-headteachers or deputy headteacher, the assistant headteacher will:

- › Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Ensure effective use of budgets and resources
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure school improvement strategies are effectively implemented
- › Ensure transitions for pupils in Early Years Foundation Stage are well planned and effective

## Staff management and professional development

Under the direction of the co-headteachers or deputy headteacher, the assistant headteacher will:

- › Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- › Manage staff well, with due attention to workload
- › 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
- › Cascade professional ongoing training to the team

## Governance, accountability and working in partnership

Under the direction of the co-headteachers or deputy headteacher, the assistant headteacher will:

- › Work with the governing board as appropriate
- › Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations

- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- › Present to governors as appropriate on the developments in Early Years Foundation Stage

## **Other areas of responsibility**

### **Early Years Foundation Stage**

The assistant headteacher will:

- › Lead on Early Years Foundation Stage overseeing the pupils, parents and staff in our Two-Year Old, Nursery and Reception classes
- › Develop and implement policies for EYFS in line with our school's commitment to high-quality teaching and learning
- › Ensure the completion of the RBA, track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
- › Have an overarching responsibility for pupils' achievement and standards in the EYFS
- › Plan and implement interventions for those pupils who aren't progressing
- › Provide ongoing training and support for teachers and support staff
- › Work with subject leaders to understand how their subject is developed at the EYFS
- › Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate
- › Oversee the planning of the EYFS curriculum, monitor and adapt provision as appropriate
- › Coach and model team teaching, provide support to staff regarding teaching and learning and regular feedback
- › Monitor staff wellbeing
- › Ensure indoor and outdoor learning spaces in the EYFS contribute to the quality of the overall learning environment
- › Audit, check and manage resources to ensure they are up-to-date and match pupil and curriculum needs
- › Apply for funding through the Early Years team

Ideally this postholder will have a SENDCo qualification so that they can do the following:

### **Special Educational Needs and Disabilities**

The assistant headteacher will:

- › Work in partnership with the deputy headteacher to support the needs of the pupils in Early Years Foundation Stage
- › Liaise with external professionals as appropriate
- › Review SEND Support Plans and support the Early Years Foundation Stage team in implementing interventions
- › Working alongside deputy headteacher to complete EHCNA

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul> <p>Desirable: National Professional Qualification Desirable: SENDCo Qualification</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line-management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Demonstrable understanding of Early Years Foundation Stage</li> <li>• Understanding for the RBA baseline</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Ability to apply for appropriate funding</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>• Team player, leading from the front</li> <li>• Ability to build strong relationships with peers, pupils and parents</li> </ul>

This job description may be amended at any time in consultation with the postholder.

**Last review date:** November 2024

**Next review date:** November 2025

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.**