

Assistant Headteacher (AHT) – EYFS Phase Lead & Class Teacher

Job Description (JD)

Core Purpose of the Role

The Assistant Headteacher will:

- Be a key member of the senior leadership team (SLT), supporting strategic leadership, vision, and continuous school improvement.
- Lead the Early Years Foundation Stage (EYFS) provision, ensuring consistently high-quality teaching, learning, and outcomes across the phase.
- Carry out the responsibilities of a class teacher, modelling exemplary classroom practice.
- Lead, coach, and develop EYFS staff to ensure provision meets the needs of all children.
- Contribute to whole-school leadership areas as agreed with the Headteacher.

Strategic Leadership

- Support the Headteacher and SLT in developing and implementing the school improvement plan.
- Lead on the strategic development of EYFS.
- Use data and best practice to drive improvements.
- Contribute to safeguarding processes.

EYFS Phase Leadership

- Oversee curriculum, assessment, and provision across Two-Year-Olds, Nursery and Reception.
- Ensure learning environments are enabling and purposeful.
- Monitor quality of teaching and provide feedback.
- Lead EYFS moderation.
- Ensure smooth transitions into EYFS and KS1.

Teaching and Learning

- Teach a class to a consistently high standard.
- Create an inclusive learning environment.
- Use assessment effectively.
- Maintain strong parental/family relationships.

Staff Leadership & Development

- Line-manage EYFS staff.
- Lead CPD, coaching, and mentoring.
- Support/lead performance management.

Safeguarding & Pastoral Responsibilities

- Embed safeguarding in EYFS routines.
- Support whole-school behaviour expectations.

Wider School Leadership

- Contribute to whole-school policy.
- Lead agreed whole-school initiatives.
- Represent the school at events and networks.

Person Specification (PS)

Qualifications & Training

- Qualified Teacher Status (QTS)
- Degree-level qualification
- Evidence of CPD relevant to post

Experience

- Proven success as an excellent EYFS practitioner
- Experience of successfully leading a team, phase or subject
- Experience using assessment to drive improvement

Knowledge & Skills

- Strong understanding of EYFS Framework
- Outstanding pedagogy
- Ability to lead and motivate a team
- Strong communication and interpersonal skills

Personal Qualities

- Positive, solution-focused leader
- Reflective practitioner
- Strong organisational skills
- Child-centred approach
- Commitment to equality and inclusion

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required.