

JOB DESCRIPTION

Assistant Headteacher for EYFS/KS1 **Permanent Post: ISR L4 - L8 Full time**

Reporting to:	<p>Headteacher</p> <p>To work under the direct instruction of the Headteacher in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.</p>
Main Purpose:	<p>The Assistant Headteacher, under the direction of the Headteacher, will take a role in:</p> <ul style="list-style-type: none"> • Formulating the vision, aims and objectives of the school • Establishing policies for achieving these aims and objectives • Managing staff and resources to that end • Monitoring progress towards the achievement of the school's aims <p>The Assistant Headteacher will also have a timetabled teaching commitment of 40% complying with the teachers' standards and modelling best practice for others. (This will be reviewed on an annual basis.)</p> <p>They may also be required to undertake any of the duties delegated from the Headteacher.</p>
Duties and Responsibilities	
Leadership	<ul style="list-style-type: none"> • To assist in the organisation and management of the school, as directed by the Headteacher, and to lead, attend and contribute to such meetings as are necessary for this purpose • Communicate the school's vision compellingly and support the headteacher's strategic leadership • To assist in both formulating and implementing the strategic school improvement plan • Lead a team of teachers and support staff to ensure high standards of Teaching and Learning, learning environment and pupil behaviour • Lead by example, focusing on providing excellent education for all pupils and supporting the development of teachers, including those new to teaching and existing teachers • Lead on curriculum development across the EYFS and KS1 as part of the Teaching and Learning Team • To be fully responsible for the running of the school in the absence of the Headteacher and Deputy Headteachers • To play a part in the administrative and financial running of the school, in particular with those areas related to the efficient running of the team
Team Management	<ul style="list-style-type: none"> • To assist with the selection and recruitment of new teaching staff • To take responsibility for the organisation and leadership of a team within the school and monitor and assess standards across the curriculum within this team • Performance manage Team Members, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance • To assist in the professional development of the teaching team and support staff team by involvement in planning, presenting, coaching, mentoring, developing, advising and evaluating • To ensure all staff within the EYFS/KS1 adopt the schools agreed policies for its curriculum including planning, monitoring, assessment and recording policies • To monitoring the implementation of curriculum policies and update as required

	<ul style="list-style-type: none"> • To report to all required stakeholders on the performance of the team and relevant pupils • To be responsible for making the necessary arrangements for team meetings according to the school's planned schedule. Such arrangements should include: <ul style="list-style-type: none"> ○ Ensuring meetings take place and staff attend ○ Providing an agenda and ensuring outcomes are minuted ○ Ensuring recommendation/actions plans are drawn up • To liaise closely with the Headteacher on all aspects of the running and well-being of the school and especially the relevant team of staff • To highlight concerns with the Headteacher about standards of work and pupil/staff behaviour within the phase team and across school • To lead target setting and data analysis of the relevant team, including the reporting of data to SLT and Governors • To take responsibility for the behaviour of pupils in EYFS/KS1 liaising with relevant staff, parents and other agencies • To take responsibility for leading on pastoral matters of pupils and their families in EYFS/KS1 liaising with relevant staff, agencies and parents
Additional Duties	<ul style="list-style-type: none"> • To lead a club within the programme of extra-curricular activities in the school • Oversee the management of family induction and transfer into EYFS • Coordinate liaison with 0-3 years groups • Lead on a curriculum area (if required) • Lead member of the Teaching and Learning Team • Locking and securing the school site where required • To take an acting role in the absence of other senior leaders including long term absence
Administration:	<ul style="list-style-type: none"> • To undertake all administration associated with the role
Safeguarding:	<ul style="list-style-type: none"> • The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. • Hold a Level 3 Safeguarding qualification and be a named Deputy DSL
Equal Opportunities and Inclusion:	<ul style="list-style-type: none"> • To ensure the pupils and staff demonstrate a commitment to equality of opportunity and diversity. • To champion inclusion within the school
Professional Development:	<ul style="list-style-type: none"> • Take responsibility for own professional development • Seek to keep informed and updated on relevant curriculum developments and assessment systems

I have read the above job description and agree with the terms.

Name: _____

Signed: _____ Date: _____

