**EYFS *Interim (1-Year Maternity)* Assistant Headteacher**

**2021-22**

**Job Description**

The Interim (1-Year Maternity Cover) Assistant Headteacher (AHT) for Early Years Foundation Stage (EYFS) is expected to undertake and model excellence in all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document (STPCD) and under the reasonable direction of the Headteacher.

In fulfilment of all responsibilities and duties, the EYFS AHT must show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

**Job Purpose:**

* Assist the Strategic Leadership Team (SLT) in managing and leading the school as a member of the Extended Strategic Leadership Team (ESLT)
* To assist the headteacher (HT) in establishing the strategic direction of the school and in implementing / monitoring the school development plan; establishing the practice and policies through which these shall be achieved.
* Communicate the school's vision compellingly and support the head teacher’s strategic leadership.
* To be an active member of the school leadership team through collaborative leadership designed to secure the achievement of the school’s strategic priorities.
* To have a significant and direct impact on the quality of teaching, learning and progress of all pupils, and in particular vulnerable pupils who may experience difficulties at any given time in their school career.
* To have the highest of expectations for progress and attainment: enable rigorous systems for tracking pupil achievement, monitor attainment / progress of pupil groups across the school and lead on raising standards.
* Uphold educational standards in order to prepare pupils from all backgrounds for the next phase of education and life.
* Lead both the Early Years Phase (Nurseries and 3-form Reception) and maintain an area/ subject across the school. (Potentially/ possibly PHSE-RSE)
* To set high expectations and promote high standards of pastoral, social and educational development across the school.
* Teach pupils in the 2– 11 age range (as required) in all aspects of the statutory and the agreed school curriculum.
* To be responsible to the Full Governing Board (FGB), HT and Members of SLT.
* In their absence to deputise for the HT and Deputy Headteachers (DHTs).

**Strategic Leadership:**

* To contribute to the development and implementation of school policies in order to secure high achievement and effective teaching and learning.
* To support the headteacher by contributing to the vision and direction of the school and modelling high expectations with a clear focus on pupil achievement both academically and behaviourally.
* Contribute and support the HT in formulating the School Development Plan (SDP), lead initiatives to secure implementation and successful outcomes of the SDP, with the collective support of staff, with a particular focus on their own area.
* To participate in the monitoring and evaluation of teaching and learning.
* To be accountable to the HT, FGB and parents, for progress and improvement within the school and team.
* Demonstrate the vision and values of the school in everyday working practice.
* Motivate and work with others to create a shared culture of improvement and a positive learning climate
* Relentlessly promote high expectations for attainment.
* Promote a culture of inclusion within the school community where all views are valued and taken into account.
* Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

**Roles and Responsibilities:**

* To support the SLT in developing positive working relationships with and between all staff.
* To support and promote the school’s ethos, aims and core values in order to promote the welfare, progress and continued development of the school and it’s children.
* To monitor the quality of teaching and learning across the school, including the analysis of performance data.
* To liaise with the SENDCo/Inclusion Manager and outside agencies as and when necessary.
* To share responsibility for the safeguarding, wellbeing and behaviour of all children by implementing agreed school policies.
* To lead and assist with the development and evaluation of teaching and learning.
* To work with parents and carers in recognition of the equal partnership between home and school within a child’s education.
* To take a lead role in reporting to the FGB within the areas of responsibility
* Oversee and evaluate the subject / area budget allocation to ensure the budget is spent in line with subject / area learning priorities and best value principles.
* Secure and allocate resources to support effective learning and teaching within the areas of responsibility.
* Monitor and control the use of resources and budget according to the school’s agreed financial procedures.
* Take an active role in recruitment of staff, as required.
* To work with and report to all stakeholders including parents/carers and governors, as appropriate.

**Leading Teaching and learning:**

* Be an exemplary teacher, setting high standards in teaching, class display and commitment to the school.
* Support SLT in creating a safe and positive learning environment and support effective behaviour management policies and procedures.
* Work with the Headteacher to raise the quality of teaching and learning and pupil achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
* To have regard for and actively promote the school’s teaching and learning policy
* Provide feedback for colleagues in a way which recognises good / outstanding practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on pupil’s learning
* To keep colleagues informed of new developments by leading team training
* To be aware of any CPD opportunities in order to develop professional expertise of the team.
* Oversee the planning, delivery, monitoring and reviewing of an appropriate and balanced curriculum, including the assessment and progress tracking of pupils.
* Ensure effective monitoring of teaching and learning and to ensure that appropriate feedback and development plans are in place to achieve and maintain a high level of quality teaching and learning
* Agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole school improvement targets.
* Through rigorous monitoring, evaluate the quality of teaching and standards of achievement, setting targets for improvement to ensure that data is used effectively to further improve the quality of teaching and learning.
* Take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement (through the use of Tapestry and/or Target Tacker)
* To lead on, supervise and monitor whole school interventions and have on-going professional dialogue based on children’s progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate
* To keep up to date with changes in the EYFS curriculum and expectations both locally and nationally.

**Leading and Managing staff:**

* To lead the performance management of staff within their phase, setting and reviewing objectives and maintaining appropriate staff records.
* Develop effective working relationships and to act as a communicator of information across the school.
* Undertake teacher observations.
* Support staff within your team and within the whole school, in achieving high standards through effective continuing professional development.
* To model best practice both day to day and within all duties across the school
* Manage staff well with due attention to work load.
* Be receptive to suggestions from staff and to be aware of areas of sensitivity and difficulty.
* Be committed to your own professional development; develop and maintain a culture of high expectations for self and others.
* Rigorously review your own practice, set personal targets and take responsibility for your own professional development.
* Help to ensure all new staff are successfully inducted as your part in the induction process.
* Keep up to date with developments in education.

**Key responsibilities for the phase/Core subject leadership:**

* To lead, coordinate and manage effective learning and teaching across the year groups.
* To lead, develop and manage the curriculum across the year groups.
* To have a significant impact on the educational progress of pupils across the year groups.
* To monitor and review impact and identify areas for development across the year groups.
* To ensure that creative and stimulating learning environments encourage and facilitate children’s development and independence.
* Manage resources for the core subject and year groups.
* To lead, coordinate and manage effective learning and teaching across the school
* To lead, develop and manage the curriculum across the school
* To have a significant impact on the educational progress of pupils in the curriculum subject
* To monitor and review impact and identify areas for development across the school