



Assistant Headteacher EYFS and KS1: Job Description

Job Title	Assistant Headteacher: EYFS and KS1
Salary Range	Leadership Scale
Contract type	Full time permanent
Reporting to	Headteacher
Responsible for	EYFS and KS1 teachers and teaching assistants

Main Purpose

The Assistant Headteacher under the direction of the Headteacher, will:

- Support the Headteacher and Deputy Headteacher in the leadership, development and management of the teaching and learning of pupils in EYFS and KS1.
- Have responsibility for an infant class.
- Take a leading role in monitoring and evaluating standards across EYFS and KS1.
- Be a leading professional, actively promoting effective teaching and learning practices across EYFS and KS1.

Duties and Responsibilities

Shaping the Future:

- To support the Headteacher and governors in promoting and developing a vision for the future of the school demonstrating inspirational leadership and creativity.
- Play a significant role in raising standards of teaching and learning through effective self-evaluation and strategic planning.
- To lead by example through the effective application of school policies and by establishing high expectations and challenging targets.
- To develop and enhance a culture of team work in which all members of the school community feel valued.

Leading teaching and learning:

- Maintain a high profile as an example of best and leading classroom practice fostering the high expectations to which the school aspires.
- To lead, develop and monitor pupil tracking and assessment across EYFS and KS1.

- Share responsibility for the analysis of Key Stage performance to raise standards in teaching and learning
- Oversee the development of effective timetabling across EYFS and KS1
- To work with other members of the SLT to coach and mentor staff, including NQTs, to raise standards of teaching in EYFS and KS1.
- To liaise and consult with other subject leaders to raise standards across EYFS and KS1.
- To actively include pupils in their learning and promote leadership of learning by pupils across the Key Stages.
- Support the target setting process including statutory procedures and targets for individuals and groups.
- To implement the school's behaviour policy to promote high standards of behaviour across the EYFS and KS1.
- To develop and enhance the curriculum which meets the needs and range of pupils in EYFS and KS1
- To lead development of a subject throughout the school to ensure high quality teaching supporting high standards.

Developing self and managing others

- Contribute to the creation of a positive school ethos in which every individual is treated with respect.
- Promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to a wider school team and the continued development of the school.
- Monitor the effectiveness of teaching and learning across EYFS and KS1 and in a subject area.
- Lead, manage and organise phase meetings keeping all staff involved and informed.
- Set high expectations for the performance and conduct of teaching staff
- Engage in relevant professional development

Managing the Key Stage

- Manage the day to day activities of EYFS and KS1 to ensure the school meets its statutory requirements.
- Develop action plans in order to bring about improvement.
- Manage the planning process for the distribution of resources to ensure they meet the school's identified priorities and evaluate the impact of resources in relation to pupil progress and best value.
- Ensure inclusion and equal opportunities for pupils and staff are effectively promoted.
- Promote and support extra-curricular activities within the Key Stage.



- To organise and chair regular Key Stage meetings to ensure consistency in practice across the Key Stages.

Securing Accountability

- Work alongside the SLT to secure improvement through Performance Management and to take responsibility for the effective performance management of staff to raise standards.
- Support staff in understanding their own accountability and promote self reflection and evaluation.
- To work alongside the HT in using a range of data sources to set aspirational and challenging targets for pupils.
- Contribute to the reporting of the performance of the school to governors, parents and other key stakeholders.

Strengthening Community

- Take a leading role in promoting links between home and school and work in partnership with parents to support and improve pupils' attainment and progress involving parents as true partners in their children's learning.
- Support the development of the school within the community by strengthening partnerships with other schools and local businesses.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents