

**St. John’s Church of England Primary School**

**Job Title: Assistant Headteacher, EYFS/KS1 Lead**

**Leadership Scale Range: L5 to L9**

**Job Description**

The Assistant Headteacher is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document and under the reasonable direction of the Headteacher.

In fulfilment of all responsibilities and duties, the Assistant Headteacher 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.

This Job Description identifies the responsibilities of the post of the Assistant Headteacher. It will be reviewed annually by the Headteacher and may be subject to amendment as the needs of the school requires, but only after full consultation with the Headteacher and governors.

London Diocesan Board and school grievance procedure applies in relation to any dispute arising in connection with this Job Description. The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document.

**Job Purpose:**

1. To be an active member of the school leadership team through collaborative leadership designed to secure the achievement of the school’s strategic priorities.

2. To be an outstanding teacher as a role model for junior staff.

3. To work alongside the KS1 and EYFS staff leading the curriculum development, teaching, learning and assessment from September, 2021 – July, 2022 and then to take up the post as class teacher in the EYFS from September, 2022

4. To lead on all aspects of curriculum development, teaching, learning, assessment and training across the EYFS and KS1.

5. To raise the profile of the pupils’ voice through the development of the School Council and other related activities.

6. To take an active role in conjunction with Headteacher and Deputy Headteacher in the leadership of Teaching Assistants roles, responsibilities and training.

7. To have a significant and direct impact on the quality of teaching, learning and progress of all pupils within the EYFS and KS1, and in particular vulnerable pupils who may experience difficulties at any given time in their school career.

8. To lead on a subject area depending on the expertise of the successful candidate.

**Strategic Leadership:**

1. To contribute to the development and implementation of school policies in order to secure high achievement and effective teaching and learning in particular for EYFS and KS1.

2. To take a role in the collaborative school improvement planning process and take a lead on delivering certain identified priorities.

3. To take a leading role in the collection and analysis of specific qualitative and quantitative data in both the EYFS and KS1 in order to inform whole school evaluation (SE Document) and strategic planning (School Improvement Plan - SIP).

4. To take part in the monitoring and evaluation of teaching and learning.

5. To be accountable to the Headteacher, Governors and parents, for progress and improvement within EYFS and KS1.

6. To lead on the development and performance of all staff within EYFS and KS1.

7. To be part of the safeguarding team supporting the Designated Safeguarding Officer (DSO) in the school.

8. To take the strategic lead for the development of mental health and well-being for all members of the school community.

9. To support the implementation of the behaviour policy for break times and lunchtime.

10. To line manage and lead all staff in the EYFs and KS1.

**Roles and Responsibilities:**

1. To lead the whole school in the absence of the Headteacher and Deputy Headteacher.

2. To support the Senior Leadership Team in developing positive working relationships with and between all staff.

3. To assist in the appointment of staff as requested by the Headteacher.

4. To lead and assist with the development and evaluation of teaching and learning, in particular in EYFS and KS1.

5. To manage the appraisal of the EYFS and KS1 staff.

6. To work with parents and carers in recognition of the equal partnership between home and school within a child’s education.

7. To take a lead role in reporting to the Governing body within the areas of responsibility.

8. To raise the profile of the pupils’ voice through the development of the School Council and other related activities.

9. To ensure that mental health and well-being is a development priority of the wider curriculum across the school.

10. To work with the SLT in take responsibility for safeguarding and inclusion within the school.

11. To lead on a subject area depending on the expertise of the successful candidate.

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**Leading Teaching and learning:**

1. To have regard for and actively promote the school’s teaching and learning policy.

2. To have an excellent knowledge and understanding of the key teaching and learning aspects across the school and in particular in EYFS and KS1.

3. To have a good understanding of the levels of attainment across the school and how to plan lessons to meet the needs of all pupils in the EYFS and KS1.

4. To coach, support and advise other colleagues in relation to safeguarding and inclusion and in doing so work very closely with the SENCO in developing and implementing effective provision for all pupils within the EYFS and KS1.

5. To support KS1 in order to produce differentiated and inclusive lesson plans identifying learning outcomes and success criteria in which Teaching Assistants are fully engaged.

6. To utilise knowledge and understanding of new developments and initiatives when considering their impact on teaching and learning in the school and in particular within the EYFS and KS1.

7. To keep colleagues informed of new developments by leading team training and recommending external courses to the Headteacher.

8. To be aware of any CPD opportunities in order to develop professional expertise of the team.

9. To work closely with all the partnerships that the school is actively part of.

10. To ensure that data within the EYFS and KS1 is used effectively to further improve the quality of teaching and learning.

11. To ensure that data is used effectively in order to access adequate support for all children within the EYFS and KS1.

**The Assistant Headteacher is responsible for liaising with:**

1. The Headteacher and Deputy Headteacher.

2. The whole team, including Classroom and Specialist Teachers, Support Staff and any volunteers.

3. Governors

5. The Local Authority and other schools

6. London Diocesan Board

7. Partnerships that the school is involved in

8. External Advisors & Agencies

9. Inspection Teams