

Job Description for Assistant Head Teacher EYFS

Job Title: Assistant Head Teacher and member of the Strategic Leadership Group

Leadership Scale Level 12-16

Responsible to: Head Teacher and Deputy Head Teacher	Responsible for: Whole school strategic leadership, development and improvement of a Phase
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Core Purpose

- Secure excellent teaching in your phase for all staff to achieve high standards of learning and attainment across the school.
- Support the Headteacher and Deputy Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Lead in your phase on establishing and implementing a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Secure an excellent curriculum and assessment strategy in your phase providing a high-quality education system that achieves high standards for pupils.
- Promote excellent teaching in your phase by providing structured support, coaching and strategic direction to all teachers and support staff.
- Promote excellent classroom behaviour and attitude to learning in your phase by taking the lead on structured support and coaching for all teachers and support staff.
- Use external and internal research and development to innovate and improve teacher practice across the phase providing a research-led approach.
- Provide expertise in current curriculum and statutory assessment requirements in your phase to inform teaching, planning and learning so that pupils are best prepared for the next phase of their education.
- Implement, track, monitor and evaluate whole school quality assurance procedures in your phase, reporting regularly to the Headteacher/Deputy Headteacher
- Provide data analysis in your phase for pupils, parents, teachers and Strategic Leadership Team that directly impacts on improving the quality of provision and teaching.
- In your phase, challenge underperformance and provide clear guidance and direction for improvement.
- Hold all staff to account for their professional conduct and practice.
- Report directly to the governing board providing information on quality assurance, innovation and strategic development planning as required.
- Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
- Uphold the highest standards of professional and business ethics, and support the governors in ensuring that this impacts on all aspects of the school decision making processes.
- Keep pupils safe and support the Headteacher to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school.
- Represent the school at relevant panels, working groups and meetings as required by the Headteacher.
- Undertake other duties and responsibilities as is reasonably directed by the Headteacher.

Duties and responsibilities

- Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, parents and members of the local community.

- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and CPD.
- Support the Headteacher in communicating a compelling school vision empowering all pupils and staff to excel.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Support the Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Support the Headteacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Support the Headteacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- To provide class teaching support or teach identified groups of children based on the regular review of outcomes for children (60% maximum teaching commitment)

Signed:

Assistant Head Teacher: _____ **Date** _____

Head Teacher: _____ **Date** _____