



Assistant Headteacher for Early Years and KS1

Wath Victoria Primary School

Job Description

Post:	Assistant Headteacher for Early Years and KS1
Hours:	32.5
Responsible to:	Headteacher / JMAT (James Montgomery Academy Trust) / Local Governing Board
Responsible for:	EYFS and KS1 leadership
School:	Wath Victoria Primary School
Scale:	Leadership 3 - 7
Liaising with:	Headteacher, Leadership Team, Trust Directors, Local Governing Body members, Staff, Pupils, Parents/Carers, External Agencies/Professionals
Purpose of the Job	
	<p>The Assistant Headteacher will work within all relevant national frameworks, legislation, policies and guidelines. These include complying with Health and Safety, Equalities and Safeguarding policies. The Assistant Headteacher will be required to work as part of the school's Leadership Team. This post holder is accountable to the Headteacher.</p> <p>The postholder will:</p> <ul style="list-style-type: none"> • Along with the Headteacher, ensure the very best education for the children at Wath Victoria Primary School. • Develop systems with to monitor children's achievement and holistic progress, ensuring swift action is implemented and monitored for its impact. • In addition to the duties of a class teacher, to be responsible for providing professional leadership and coaching to the EYFS and KS1 staff team to secure high standards of learning, progress and achievement for all children.

	<ul style="list-style-type: none"> • along with the Headteacher and other Academy leaders, ensure the very best education for the children at Wath Victoria Primary School, and to provide a strong starting point to children's learning; • make a significant contribution to the strategic development and direction of the EYFS provision, ensuring that the Headteacher and the Senior Leadership Team are up-to-date with progress and next steps within the EYFS and KS1 phase • lead on the future development of the EYFS and KS1 curriculum and ensuring pupils of all abilities are being effectively assessed and supported in line with their bespoke needs;
Specific Responsibilities:	
	<p>Ethos and Approach</p> <ul style="list-style-type: none"> • To uphold the School and JMAT's values and vision. • Lead by example to motivate and work with others. • In partnership with the Headteacher and other leaders, lead by example when implementing and managing change initiatives. • Be an example of best and leading practice. <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Work with the teachers and the Senior Leadership Team to ensure at least good progress for all pupils in EYFS and KS1 • To embed the EYFS curriculum, ensuring all aspects of the curriculum are delivered and high quality experiences are provided in order for children to develop and excel in their learning, as well as enabling a smoother transition into KS1. • Further develop and maintain high quality learning environments, both indoors and outdoors, ensuring provision supports teaching and learning. • Support, develop and coach the teaching staff and other adults in EYFS and KS1 so that there is consistently good or better teaching and learning evident. • Support, hold accountable, develop and lead the EYFS and KS1 phase team to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils. • Liaise with the Senior Leadership Team to lead and co-ordinate assessment and tracking of pupil progress across the phase, keeping in line with the EYFS requirements and guidance. • Track and monitor children to ensure they are making good progress, identifying gaps and putting plans in place to address these. • Use a variety of teaching strategies which involve planned adult intervention, first-hand experiences and play and talk as a vehicle for learning. • Liaise with relevant members of staff including external agencies. • Oversee transition in to and out of Foundation stage. • Manage, monitor and review the range, quality and quantity of all available resources to improve pupils' achievements, ensure efficiency and secure value for money. • Give regular feedback to the Senior Leadership Team, with suggestions for high quality resources that will further enhance teaching and learning. • Provide feedback to Governors, either in writing or in person at Governor meetings. • Be a first point of contact for families/carers within the EYFS and KS1, managing concerns and maintaining strong communication. • Liaising with other leaders in school, as well as outside agencies where appropriate. • Work with teachers and leaders to ensure at least good progress for all children in the school. • Liaise with the other leaders to lead and co-ordinate assessment and tracking of progress across the school for specific groups of children.

- Hold the role of DDSL and work with the DSL and Inclusion and Safeguarding Officer to ensure that all associated procedures are followed.
- Line manage the Early Years and KS1 team, ensuring that they effectively develop and deliver the Early Years Foundation Stage and KS1 curriculum, provision and practice in line with current research and guidance.

Strategic Whole School Leadership

- Lead the development of the Early Years Foundation Stage curriculum, provision and practice, providing support and advice to the Early Years team and the Senior Leadership team.
- Lead the development of the Key stage 1 curriculum, provision and practice, providing support and advice to the team and the Senior Leadership team.
- Have high expectations of all children, share and promote these with all staff.
- Create and implement relevant action plans linked to key areas of responsibility ensuring all children make measurable progress.
- Contribute to the School Improvement Plan.
- Present an accurate account of children's performance to different stakeholders, e.g., Senior Leadership Team, Governors, Ofsted.
- Lead by example, inspire and motivate the staff in this area of the school.
- Ensure that all teaching staff and non-teaching staff are committed to the school's vision for all children and are accountable in meeting long term objectives to secure school improvement and improved outcomes for all children.

Teaching

- To undertake duties in line with the professional standards for qualified teachers as per Teachers Standards 2012.
- Provide long, medium and short term curriculum plans in line with school policies – as required.
- Plan the effective use of teaching resources and provision, including other adults in the classroom (indoors and outdoors).
- Review and assess own teaching to improve own performance and maintain successful children's outcomes.
- Differentiating resources and equipment so that children's needs are met.
- With leaders, set challenging targets for individual children. Be committed to the school's target setting and monitoring systems for pupil progress.
- Monitor and track children's progress, identifying gaps and implementing strategies to support at least good progress and high outcomes for all children.
- Maintain a stimulating and purposeful learning environment that promotes and celebrates learning in line with academy policies.
- Report to parents through informal feedback, parents' evenings and written reports in line with school policy – as required.
- Understand and use the school's safeguarding procedures and actively promote children's wellbeing and safety.
- Promote the school positively in the wider community.
- Implement all school policies, promoting equal opportunities for all
- Undertake any other duty reasonably assigned by the Headteacher.

Specific Leadership Responsibilities

- To line manage and offer expert advice and guidance to the EYFS and KS1 team to ensure outcomes for the youngest children and transition into KS1 is highly effective.
- To report on progress to Governors, other staff members and school stakeholders.

	<p>Continuing Professional Development and Staffing</p> <ul style="list-style-type: none"> • Be committed to CPD linked to whole school leadership and associated qualifications which enable development beyond current role. • To identify and address CPD needs of the school staff team. • To undertake wider management of teams or projects within school as required. • Be proactive in participation in INSET and meetings and externally-provided CPD opportunities. • Participate in own performance management, following statutory and academy policies. • Work with the governing body, including governors with individual responsibilities for EYFS and KS1. • To be able to review and reflect on own practice, identifying areas of strength and development. <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • Keep up to date with relevant educational developments. • Work effectively as part of a team. • Display commitment to the ethos and success of the school. • Participate in other learning activities and performance development as required. • Treat all users of the school with courtesy and consideration.
	<p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>