**JOB DESCRIPTION/ASSISTANT HEAD OF SCHOOL**

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<th>Job Title:</th>
<th>Assistant Headteacher</th>
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<td>Area of Responsibility:</td>
<td>EYFS</td>
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<td>Reports to:</td>
<td>Headteacher</td>
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**Role Summary:**

**Key Accountabilities in addition to those of a Main Scale Teacher** – Please also refer to the Job Description for Class Teacher.

The Assistant Headteacher is responsible for delivering learning in the Early Years. They are responsible for ensuring high quality provision and good outcomes for all children.

**Duties**

1. The current School Teachers’ Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

2. This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal and governing body by the post holder. The duties set out below are in addition to the overall class teaching requirements.

**Key Tasks and Activities**

1. Undertake full responsibility for all matters relating to the school in the absence of the Head of School.

2. Work flexibly in the presence of the Head of School to assist the smooth day to day management of the school working closely with staff of all designations.

3. Effectively manage duties and responsibilities across the federated schools.

4. Teach in classes across the federated schools, providing targeted intervention for pupils, PPA cover for teachers and other cover as required, demonstrating excellence in professional classroom practice.

5. Assist the Head of School and Executive Principal in monitoring and reviewing the quality of teaching and learning including assessment, recording, and reporting pupils’ attainment to all statutory bodies.

6. Assist the Head of School and Executive Principal in the whole school self evaluation processes.

7. Effectively lead the areas of responsibility developing policy and practice and ensuring effective self evaluation.

8. Undertake responsibility for the selection of resources (including those related to ICT) for the areas of responsibility, accounting to the Executive Principal for the expenditure of the delegated budget allocation for the subject.

9. Undertake professional training for all aspects of school leadership and management and keep up to date with new initiatives across the curriculum.
10. Assist the Head of School and Executive Principal in the performance management of staff of all designations.

11. Maintain good communications between staff of all designations.

12. Maintain a positive school ethos, be pro-active in the pastoral care of pupils and ensure the school’s policy for behaviour and discipline is applied consistently and fairly by staff of all designations.

13. Play a significant part in promoting and facilitating good relationships with parents and other agencies.

14. Work pro-actively with outside agencies, community organisations, the churches of the federated schools and other schools and promote the sharing of good practice.

15. Work with the Executive Principal and Head of School and other members of the Leadership Group to ensure the school culture supports the church ethos.

16. Support and encourage all staff at the school to find and use opportunities to support and development of the whole child through spiritual, moral, social and cultural activities.

17. Advise other staff including NQTs and students on teaching practice, and to lead inset for staff and governors when required to do so.

18. Work with the Hackney Learning Trust (Hackney LA) on local and national initiatives.

Specific responsibilities for the role of Federation Early Years Lead

Role Summary
To assist Heads of School in the organisation, leadership and development of the EYFS across the federation.

Shaping the future
- Support the Heads of School and Governing Body in establishing a vision for the future of the EYFS.
- Play a leading role in ensuring that the quality of teaching and provision in EYFS is good or better.
- Contribute to the school’s self-evaluation process.
- Lead whole school policy change in EYFS by modelling and supporting colleagues with direct proven impact.

Leading teaching and learning
- Be an excellent role model, exemplifying a high standard of EYFS provision, and promoting high expectations for all members of the EYFS community, with proven impact on pupil progress.
- Work with Heads of School to raise standards in EYFS.
- Lead on development of actions plans for EYFS.
- Lead development of EYFS and EYFS/Year 1 with proven impact on improving outcomes.
- Lead development of an additional subject area across the school with proven impact.
- Assist the Heads of School in leading the school through strategic planning and the formulation of policy for EYFS.
- With the Heads of School, be responsible for implementing robust systems for monitoring and evaluating outcomes in EYFS.

Developing self and working with others
- Ensure the health, safety and welfare of pupils and staff in EYFS.
- Work closely with the Heads of School to ensure an appropriate programme of professional development for all EYFS staff, to ensure improved outcomes.

Leading and managing
- With the Heads of School’s, ensure that their schools meets the statutory requirements for EYFS.

Securing accountability
- Through lesson observations and use of EYFS data, hold EYFS teams to account for the quality of provision in EYFS.
- Use data to understand strengths and weaknesses of EYFS, including planning actions.

Other Responsibilities
Note
The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. The subject leader section of the job description may be reviewed at the discretion of the Executive Principal in the light of those changing requirements and in consultation with the post holder and the governing body.

Date of issue: _________________________________________

Name of postholder: _________________________________________

Signature of postholder: _________________________________________

Signature of Head of School _________________________________________
Key Skills and Competencies

1. **Qualifications**
   - **Essential**
     - Degree level qualification.
     - Postgraduate professional Qualification e.g. Postgraduate Certificate in Education.
     - Willingness to continue professional development.
   - **Desirable**
     - QTS (including skills tests)

2. **Communication**
   - Applies effective verbal communication skills.
   - Presents information and ideas clearly, by using language appropriate to the audience.
   - Positively influences the opinions of others through factual discussion.
   - Adapts personal style to suit individual situation and needs.
   - Creates an environment of trust by delivering on promises.
   - Utilises report-writing skills to accurately reflect a situation through positive language.
   - Confident in leading staff meetings as appropriate.

3. **Other Skills Required for Role**
   - Demonstrates excellent classroom practice
   - Exercises flexibility in order to accommodate changes in work priorities.
   - Balances tasks and resources in the organisation of a wide range of activities.
   - Provides contingencies to deal with the unexpected.
   - Thinks clearly and logically in working through a problem making referrals as appropriate.
   - Anticipates workload and plans ahead.
   - Monitors progress against key performance indicators.
   - Enthusiastic and positive attitude.
   - Awareness of the needs of children who have a variety of needs.
   - Understand the nature of a Church of England Primary School and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

4. **Accountability/Freedom to act**
   - Makes routine decisions based upon guidelines and procedures laid down in the established framework.
   - Contributes towards the effective delivery of performance targets, objectives and standards.
   - Leads by example in standards of behaviour in the work environment.

5. **Leadership/Management skills.**
   - Ability to lead school based projects or developments

**General Comments**
The Assistant Head is required to work across the Federation and foster appropriate links between the schools. The Assistant Head will be required to teach in classes across the schools and provide a model of good practice for teachers. They may be required to adapt and change plans at short notice.

The Assistant Head is required to be flexible in a constantly changing work environment and in implementing the School’s policies.