

Job title:	Assistant Headteacher - EYFS and KS1
School:	Limebrook Primary School & Nursery
Responsible to	Head Teacher
Location:	Tempest Road, Maldon, Essex, CM9 6NE
Salary:	£51,773 - £57,137 L1-L5
Contract type:	Permanent

Core duties

To fully implement the Lion Academy Trust policies and processes including Reading, Phonics, Writing, Math's, Topic, Assessment and LAT pedagogy across the Phase. This includes the full implementation of the operational non negotiables.

To lead learning in school and guide their phase in developing consistent practice in teaching and learning, pastoral care, safeguarding and behaviour, ensuring that children achieve the highest standards of attainment and achievement.

General responsibilities

To assist and support the Head of School and Deputy Head of school to:

- Lead and deliver a balanced and appropriate curriculum programme which takes account of the educational and social needs of pupils in the context of a primary school in line with the expectations set out by the Lion Academy Trust
- To fully implement the Lion Academy Trust policies and processes including Reading, Writing, Phonics, Math's, Topic, Assessment and LAT pedagogy across the Phase.
- Monitor, challenge and improve the effectiveness of curriculum planning and delivery within the phase to ensure rapid, sustained and improved pupil achievement.
- Deliver, in conjunction with other leaders, a successful system of pastoral welfare for pupils in the school in line with the Lion Academy Trust expectations.
- Deliver, monitor and challenge in conjunction with other lead professionals, senior leaders and teachers the provision and intervention in place for underachieving children, vulnerable children, EAL and SEN children to ensure they make rapid and sustained progress in line with national expectations.
- Maintain, challenge and ensure high standards of behaviour and discipline across the school in line with the Lion Academy Trust expectations and ethos
- Develop and maintain effective lines of communication/service throughout the school and between staff, governors, parents and the wider community
- Maintain and continue to develop the ethos of the school in line with the Lion Academy Trust Expectations
- Contribute to the strategic development of the school as part of the senior leadership team.

This includes monitoring and evaluating practice and provision as part of the Lion Academy Trust self-evaluation process and the development of the school improvement plan.

- Contributing to the general day to day management of the school by having an overview of the school, being aware of the issues and concerns and ensuring that appropriate action is undertaken
- Supporting the Executive Head, Head of School and Deputy Head to ensure that change is implemented effectively and smoothly
- Promoting and supporting decisions/policies agreed by the senior leadership team and the Lion Academy Trust
- Helping to maintain outstanding behaviour around the school at all times and specifically carrying out one dinner time duty per week
- Carrying out appraisal of staff as part of the Lion Academy Trust Appraisal Policy
- Ensure the school, phase provides a high quality stimulating learning environment for all children as outline in line with the Lion Academy Trust expectations
- Conducting regular assemblies within the school
- There is an expectation that the senior managers will attend and contribute to a senior leadership team meeting once a week, undertake a lunch duty and attend an early morning information briefing daily and be part of the Safeguarding Team.
- Carry out any other additional duties deemed necessary directed by the Executive Head of School or the Head of School.

Specific duties - Leading Learning and Teaching Planning:

- Development and delivery of an effective curriculum which meets the needs of all groups of pupils aligned to LAT policies, handbooks and strategies.
- Attend and contribute to strategy meetings to support implementation of the School Improvement Plan, in accordance with school strategy and direction;
- Ensure high quality planning and monitoring of interventions as well as targeted support for identified underachieving groups
- Ensuring that provision for identified groups is accurately and precisely targeted at needs across the phase. Monitor regularly across the phase, the programmes of intervention to ensure they provide rapid and sustained progress for all individual pupils.
- Ensure through the monitoring of planning, preparation and assessment sessions in specific year groups that learning and provision is precisely planned for and evaluated so that all pupil's specific needs are catered for.
- Be responsible for leading planning in the EYFS and KS1 to ensure that it meets the needs of the children, as well as the curriculum
- Leading learning and the implementation of agreed pedagogy across EYFS and KS1

Staff development and support:

To provide leadership and support for colleagues (teachers and support assistants) with a specific focus on leading learning in each year group working within the Lion Academy Trust Teaching and Learning Strategy.

This will include:

- Monitoring the planning and delivery of the curriculum across the year group and phase, including supporting staff in the development of medium term plans;
- Monitoring and setting expectations for teachers in leading and organising weekly planning meetings. Ensuring you are supporting teachers with short term planning ensuring explicit learning focus for all children's needs (where appropriate)
- Organising and delivering training, as needed, to groups of school staff;
- Supporting, monitoring and leading staff in the use of assessment information and processes to inform teaching and learning;
- Provide a model of minimum good teaching and learning
- Providing in-class support to staff, through demonstrating high quality lessons, team teaching, observation and feedback.

- Undertaking personal and professional development in order to maintain an up-to-date knowledge of educational initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements;
- Conduct appraisal meetings with teachers and set professional development and pupil progress targets ensuring underperformance of children and the teachers own practice improves ensuring a minimum standard of good. Monitor, guide, support and challenge a teacher's progress towards those targets
- Mentor ECTs or new overseas teachers by implementing a programme of specific support and evaluate progress towards specific identified targets ensuring that their teaching and learning is minimum good.
- Be able to demonstrate, through effective leadership, the impact of the implementation of the Lion Academy Trust core pedagogy.
- Undertake and implement the Trust Probation policy with new staff members
- Implement the Trust agreed programme of support for ECTs.

Monitoring and review:

- Maintain consistently high standards of teaching and learning through the effective monitoring and evaluation of specific year groups' planning, delivery of the curriculum through lesson observations, learning walks, work scrutinies and pupil interviews;
- Ensure identified areas of inconsistency are tackled through support in the form of guidance, INSET, phase meetings, exemplification, modelling of learning or challenge ensuring the LAT benchmarks are used as reference points for minimum expectation. This includes follow up and review against identified progress and expected time scales.
- Maintain high standards of attainment and achievement through the effective monitoring of pupil progress in a year group and the phase. Monitor pupil progress meetings with teachers, lead professional dialogue, maintain minimum expectations and ensure actions are being taken to ensure rapid progress or sustained progress of children where needed;
- Monitor assessment and recording procedures, ensuring that teachers undertake agreed procedures in line with school strategies and this is impacting directly on children's; learning and progress; (where appropriate)
- Maintain records of non-contact and actions taken (in line with agreed priorities) to report the impact to the Leadership team on the quality of teaching, standards and actions taken to address areas for development in each year group/phase with clear milestones.

Day-to-Day management:

- Ensuring the school has access to appropriate resources (practical and human) to deliver lessons effectively and that resources are appropriately deployed;
- Ensure the ethos and expectations of Lion Academy Trust and Learning Strategy are delivered in each specific year group/phase in reference to environment, behaviour and attitudes that exemplifies our high expectations on our staff and children.
- Take responsibility for addressing and reporting Safeguarding and Health and Safety issues as they arise in school in line with school policy. To raise awareness of Health and Safety issues amongst staff and ensure compliance;
- Maintain and lead on ensuring high standards of pupils' behaviour and discipline, within the framework of the school policy and support and challenge other staff as necessary so as to facilitate high quality learning and a safe environment for all children;
- Ensure that new teachers or staff members covering classes in the school are familiar with lesson plans, expectations and year group procedures in order to be able to carry out their responsibilities effectively.

External liaison:

- Liaise with relevant external agencies as appropriate, on specific teaching and learning issues relevant to your responsibility areas.
- Liaise effectively with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes

being proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupil's outcomes.

Inclusion:

- Liaise with relevant external agencies to support those children identified as being vulnerable or having additional needs.
- Work with teachers and wider colleagues to ensure that planning is appropriate for children with additional needs across the setting
- Develop and implement programmes of support and intervention with measurable outcomes and impact for those children who have additional needs.
- Evaluate and monitor the implementation of and effectiveness of additional interventions in the school
- Liaise with parents of children who have additional needs to ensure that they are kept up to date with developments.
- Ensure that, where appropriate, EHCP applications are submitted correctly and in a timely manner.
- Ensure that the LAT SEND policy is implemented correctly across the school and that this leads to better outcomes for the children
- Deliver and/or co-ordinate training for staff members to ensure that they are keeping their training and knowledge up to date
- Undertake Chair of the Schools Inclusion panel, and work with wider Senior Leaders to ensure that this is undertaken effectively.

Attendance

Oversight and manage attendance and Lead Administrator/attendance officer to ensure that;

- Daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Attendance officer follows up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Attendance officer manages attendance returns for the school census
- Attendance officer manages the process of issuing penalty notices to parents
- Attendance officer maintains accurate records of communications with parents/carers and relevant interventions
- Analyse data and statistics to identifying key statistics, reasons for absence and any patterns of concern
- Analyse data and statistics to ensure robust tracking attendance of vulnerable groups of pupils and share information with school leaders
- Working with the attendance officer identify pupils that need additional support to improve their attendance
- Working with the attendance officer identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Ensure that there is implementation of children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.