



Assistant Headteacher EYFS - Teaching and Learning and Inclusion

Job Description

Principal Responsibilities

Within the EYFS Phase:

- Strategic leadership of good practice in teaching and learning working with pupils and staff.
- Creating, leading and implementing the school's Teaching and Learning, SEND, EAL and PP policy.
- Developing resources and strategies that enable teachers to develop their practice.
- Delivering and facilitating staff professional development sessions on effective teaching & learning pedagogy in EYFS..
- Monitoring the quality of teaching and learning through a systematic lesson observation programme.
- Teaching within the framework of present and future policies, establishing and sustaining high-quality teaching.
- Under the guidance of the AHT for Inclusion, leading and developing high quality provision for the SEND, PP and EAL pupils across the EYFS phase. (Please note a SENCO accreditation is desirable but not essential).
- Identifying, assessing and monitoring pupils with SEND, PP and EAL and maintaining accurate records.
- Organising and supporting staff to meet the needs of all pupils including SEND, PP and EAL pupils through professional development and support from external agencies.
- Developing Individual Pupil Plans, implementing interventions, and ensuring high-quality teaching for SEND, PP and EAL pupils.
- Monitoring the effectiveness of the support for pupils and track progress of pupils with SEN PP and EAL within the phase and plan appropriate next steps.
- Liaising with all stakeholders and external agencies regarding EYFS provision including SEND reviews.

The Strategic Management of School Evaluation and Quality Assurance

- Lead and manage the development of effective teaching and learning strategies.
- Evaluate school overall performance at EYFS using national benchmark data.
- Report on EYFS performance, curriculum, teaching and learning and inclusion within EYFS to Governors, SLT, Curriculum Leaders and other stakeholders.
- Play a part in the effective whole school self-evaluation, subject review and school improvement plan.
- Use benchmark data at subject level to evaluate performance. Liaise with SLT and EYFS phase to identify underachievement so that appropriate action can be taken.
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Other Responsibilities

- Line Management of pupils, staff and parents within the EYFS phase.
- Contribution of all curriculum related policies.
- To take an active role in the school's staff development and progression.
- Assist in coordinating the school calendar.
- To carry out such other duties as may reasonably be requested by the Executive Headteacher, e.g. gate and lunch duties, presence at school events.

Professional Attributes

- Extensive high quality across the EYFS phase.
- The ability to consistently model the values and ethos of the school.
- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, students, staff and governors.
- An ability to analyse complex situations and to plan an appropriate course of action.
- The ability to think creatively and strategically.
- Inspire, challenge and develop individuals and teams of people.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people
- Ability to plan ahead, identify problems and offer solutions.
- Deal with risk and uncertainty.
- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and developments in education.
- A commitment to continuing their own professional development.

Personal Attributes

- A passion for teaching and learning.
- A commitment to achieving the best for young people regardless of their social background and circumstances.
- Resilience and optimism in the face of challenges.
- Integrity.
- A belief in people.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Stamina to cope with the role.
- A good sense of humour.

Respect, Belief, Excellence

Rise Park Academies

