



**Acting Executive Head Teacher:** Mrs J Bowers-Broadbent, BAHONS , PGCE, NPQH  
Cann Hall Road, Leytonstone E11 3NN.  
**Visitors Reception / Main Office entrance:** Woodhouse Road, Leytonstone E11.

## **Job Description**

### **Assistant Headteacher- EYFS & Year 1 lead, Behaviour Lead – ages 3-11**

The full range of duties and responsibilities for Assistant Headteachers is contained in the current edition of the School Teachers' Pay and Conditions Document published in accordance with the School Teachers' Pay and Conditions Act 1991. This document seeks to place this range of duties and responsibilities within the context of Buxton School.

In carrying out these duties, the post holder will consult, as appropriate, with the various stakeholders including the Headteacher, Senior Leadership Team, staff, Governors, the Local Authority, children, their parents/carers, outside agencies and the wider school community.

#### **Core Purpose**

1. The purpose of the post is for an Assistant Headteacher to assist the Headteacher, Deputy Headteacher and senior team in managing, leading and developing the school with a focus on EYFS, Year 1 and Behaviour. Some regular weekly teaching commitment will be required.
2. To make strategic evaluations of teaching, learning, and personnel issues (across the school) as a supportive, reflective and well-motivated team member.
3. To support the school in securing effective education for all pupils and the continuous improvement of learning and teaching in the school with a focus on (but not exclusively) EYFS, Year 1 and Behaviour.

The Assistant Headteacher would take a specific leadership responsibility for the following areas:

- **Teaching and learning in EYFS and Year 1**
- **Leading on Behaviour at whole school level- ages 3-11**
- **Undertaking a range of AHT duties**

#### **General Duties and Responsibilities**

##### **1. Strategic direction and development of the school**

- 1.1 Support the Headteacher in formulating and implementing the priorities and policies of the school and in managing and monitoring staff in implementing policies and achieving key priorities in our School Improvement Plan.
- 1.2 Support and actively promote the vision, priorities, values and ethos and policies of the school and encourage high expectations and levels of achievement and attainment throughout the school. Support the inclusion of all children and their smooth transition between home and school and between all phases of education to ensure continual development in their learning.



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- 1.3 To work alongside the Headteacher to continue to develop a culture where individuals feel valued & personal development (and creative risk taking in teaching) is encouraged
- 1.4 Work closely with other members of the Leadership Team to plan, monitor, evaluate and develop the curriculum. Make significant contributions to the School Improvement Plan and its implementation, including supporting colleagues in achieving school priorities and targets and monitor progress towards them.
- 1.5 Work closely with other members of the Leadership Team to monitor, evaluate and develop teaching and learning. Make significant contributions to supporting, encouraging and facilitating staff development, including the implementation of the Performance Management Policy.
- 1.5 Work closely with the Headteacher to compile information regarding spending requirements and priorities (EYFS, Year 1 and Behaviour- ages 3-11) which enable Governors to be fully informed when setting the budget.
- 1.6 To ensure that your professional conduct is of the highest standard and to follow and adhere to the GTC 's Professional Code of Conduct at all times
- 1.7 Be a high-profile member of the Leadership Team by attending all school events
- 1.8 Be committed to meeting as part of the Senior Leadership Team during school holidays (as and when is necessary e.g. emergency Covid meetings etc)

## **2. Teaching and Learning – EYFS and Year 1 Lead.**

### **Duties will include:**

- 2.1 Keep up to date regarding issues around the pedagogy of teaching and learning (particularly in EYFS and Year 1), investigating current thinking and best practice
- 2.2 Lead by example as an outstanding practitioner, achieving high standards of pupil attainment and progress, behaviour and attitudes to learning in EYFS and Year 1, including exemplary practice in regard to outdoor provision.
- 2.3 Monitor and evaluate the quality of teaching and learning across the school (specifically but not exclusively EYFS and year 1), identifying areas for improvement



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- 2.4 Lead (with BLT) on the introduction of new initiatives to improve teaching and learning across the school
- 2.5 Monitor, evaluate and respond to improve pupil data and attainment and progress in all year groups with a focus on EYFS and year 1.
- 2.6 Work with the EYFS and year 1 teams to create and implement inspiring programmes of support that meet the needs of individuals and groups to improve teaching and learning and pupil outcomes
- 2.7 Mentor and coach teachers and support staff in EYFS and Year 1 to improve their own practice and ensure educational excellence, quality first teaching and learning and good progress and attainment
- 2.8 Work alongside underperforming teachers and support staff to ensure rapid and sustained improvements in their EYFS and Year 1 practice
- 2.9 Inspire, motivate and challenge staff in order to maintain consistently high-quality teaching and learning and pupil achievement
- 2.10 Communicate regularly with the Headteacher about the impact of your actions and next steps
- 2.11 Evaluate the impact of your actions against EYFS and Year 1 pupils progress and attainment and report to the Governing Body (attending some full governing body meetings and report on Learning, Teaching and Standards in the EYFS and Year 1 )

### **3. Attainment and Standards:**

- 3.1 Monitor, evaluate and review assessment procedures with focus on EYFS and year 1 and planning to ensure consistency and continuity in assessment, record keeping and marking throughout the school
- 3.2 Monitor progress and ensure appropriate action plans are in place where issues are identified
- 3.3 Produce, maintain and review appropriate policy documents/schemes of work (learning journeys) , ensuring that staff follow the correct policies and procedures



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- 3.4 Ensure that proper account is taken of any specific needs of children by reason of gender, language, ethnicity and special needs with reference to assessment and that school policies are put into practice
- 3.5 Ensure that EYFS and Year 1 target setting is ambitious and impacts on the quality of learning and teaching.

**Please also cross refer with some of the specific duties outlined earlier in this document**

#### **4. Staff support / leadership and management:**

- 4.1 Ensure the development and promotion of the long-term vision, priorities and values of the school
- 4.2 Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's Improvement plan
- 4.3 Successfully performance manage teaching staff in EYFS and Year 1 (and some support staff) as directed by the Headteacher.
- 4.4 Assume responsibility for the management of the school in the absence of the Headteacher, Deputy Headteachers and additional Assistant Heads
- 4.5 Attend school Leadership team meetings, contributing positively
- 4.6 Liaise with the Governors, when appropriate, to facilitate their overview of school management
- 4.7 Develop links with Governors, Local Authority, neighbouring and partnership schools
- 4.8 Implement and evaluate Quality Assurance measures
- 4.9 Provide examples, coaching and training to help others become more effective in their teaching



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4.9 Lead on some Staff meetings / agendas / organising minutes of meeting (where appropriate).

## **5. Personal Development and Well-being.**

- 5.1 Work with the Headteacher and senior leadership team, sharing responsibility for pastoral care and developing an ethos of care and concern for all children with a focus on EYFS and Year 1
- 5.2 To implement the school's Behaviour Policy liaising with parents & carers to ensure consistency
- 5.3 To implement the school's Equality Policy
- 5.4 To review the above policies on a regular basis; contribute to other policy reviews
- 5.5 To support staff in matters of discipline (especially, but not exclusively, in EYFS and Year 1) by identifying strategies for dealing with young children who are presenting difficulties
- 5.6 To support pupils with emotional and behavioural difficulties and children at risk
- 5.7 Work effectively with the Designated Safeguarding Leads to ensure rigour in keeping pupils safe; deputise for the DSL's in their absence.

**N.B .** This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary and may be subject to modification and amendment at any time after consultation with the holder of the post.

**Be prepared to undertake any other duties as reasonably required by the Headteacher**

***This authority and school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***