



St. Mary & St. Thomas Aquinas Catholic Primary School

Job Description for Assistant Headteacher - EYFS

Responsible to: Head Teacher

The school was founded by and is part of the Catholic Church. The school is one of the means through which the Church's educative mission is fulfilled and is therefore to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hexham and Newcastle.

The prime purpose of the AHT is to work with the headteacher by:

- Providing leadership and management of pupils and staff across EYFS.
- Ensuring there are high standards of teaching, learning, spiritual and moral development and pupil achievement across the keystage.
- Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith.
- Helping to develop the school as part of the mission of the parish of St. Mary & St. Thomas Aquinas and therefore as an evangelising, catechetical and educational community.

The general duties and responsibilities of the role are:

To carry out the statutory tasks laid down in the current School Teachers' of Service Document, and other current education and employment legislation in light of the procedures, policies and guidelines adopted by the governing body.

To contribute to the Catholic life of the school community, rooted in the Eucharistic community it serves.

As a leader in the school, you should exercise your ministry through the following job description of general and specific educational and managerial responsibilities under the immediate directions of the headteacher to whom you will be responsible.

Strategic Development of the Phase Team

- Develop a strategic view for the EYFS team which guides the policies, plans, targets and practices
- Develop and ensure implementation of whole school policies across EYFS
- Ensure teaching and learning is of the highest possible standard in an endeavour to fully nurture the wholeness and uniqueness of each child.
- To constantly seek strategies which will bring about improvement in Early Years.
- Develop distinctive Catholic values and attitudes within the daily activities and practices.
- Use national, local and school data effectively to monitor standards of achievement across EYFS and in conjunction with the headteacher and SLT.
- Support staff in producing challenging but realistic targets for pupil attainment and specific development within Phase

Lead Teaching and Learning Responsibilities

To be an excellent role model for all staff.

To play a major role in the development of high-quality teaching and learning throughout Early Years.

Lead learning in Early Years by developing and implementing Key Skills, assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.

Lead, develop and enhance the teaching practice of others / evaluation and promoting improvement strategies to secure effective teaching and learning for all learners.

To ensure that the requirements of the Early Years arrangements for assessment and moderation are met.

To lead the Early Years team in the delivery of a creative and stimulating curriculum which supports a range of learning styles and develops children’s independence.

To ensure that curricular policy development is focusses on continuous improvement.

Secure high quality outdoor learning across EYFS.

Leadership and Management

- To support the Head Teacher in the performance management of staff in the Foundation Stage.
- To act as a mentor to staff where appropriate and to organise induction.

- Provide support and guidance for all members of the Early Years team.
- To ensure own continuing professional development including attending training opportunities.
- To organise the day to day running of the Foundation Stage/Early Years/KS1 classes including the efficient management of school resources.
- To organise and lead INSET and workshops for parents/guardians as appropriate.
- To be able to stimulate children and colleagues by a positive, active and supportive attitude.
- Plan and lead weekly early years meetings and ensure effective communication with staff.
- Lead the school through external accreditations, in particular the early years quality mark.
- Keep up to date with current thinking and progression in early years.

Other Professional Requirements

- Establish and maintain effective working relationships with professional colleagues and parents, acknowledging the professional need for mutual support.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for your own professional development and on-going formation.
- To make yourself available for the Performance Management Process.

This job description may be amended at any time following consultation between the headteacher and yourself and will be reviewed annually.

Teacher:

Signed:

Head teacher:

Signed:

Date: