



Job Description

Assistant Headteacher with the responsibility for Early Years

Purpose	<p>The Assistant Headteacher will support the Headteacher in the strategic leadership and day-to-day management of the school, with a specific responsibility for leading the Early Years Foundation Stage (EYFS). The role will ensure high-quality teaching, learning, and care for children, promoting excellence, inclusion, and strong outcomes for all pupils.</p> <p>You will undertake the professional duties of a teacher (as outlined in the School Teachers Pay and Conditions document) and contribute to the wider Wessex Learning Trust family as a senior leader.</p>
Reporting to	Headteacher
Salary/Grade	Leadership Scale L1 – L4

Key Responsibilities	<p>Leadership and Management</p> <ul style="list-style-type: none">• Support the Headteacher in the overall leadership and management of the school.• Contribute to the development and implementation of the school improvement plan, with a focus on Early Years.• Lead, manage, and develop the EYFS team, fostering a collaborative and high-performing culture.• Model outstanding leadership, professionalism, and commitment to safeguarding and wellbeing.• On a day-to-day basis line manage and lead staff, both teaching and non-teaching.• Assist in the appointment and induction of new members of staff.• Mentor Early Career Teachers.• Take the lead role in the provision of high-quality professional development for all staff.• Assist with the process of performance management and appraisal for teaching staff and non-teaching staff, including training programmes.• Support staff who may be experiencing difficulties, giving them support to achieve. <p>Early Years Leadership</p> <ul style="list-style-type: none">• Oversee and lead the EYFS phase, including pre-school, Nursery, and Reception.• Ensure a high-quality, stimulating, and inclusive learning environment for all children.• Oversee the planning, delivery, and assessment of the EYFS curriculum in line with statutory requirements.• Monitor and evaluate the quality of teaching and learning across EYFS, providing coaching and support where needed.
-----------------------------	---



- Ensure smooth transitions into and through the Early Years, including transition into Key Stage one.

Teaching and Learning

- Promote and model excellent teaching practice across the school, particularly within Early Years.
- Support staff in using assessment effectively to inform planning and improve outcomes.
- Lead on the development of play-based, child-centred learning approaches.
- Ensure that all children, including those with SEND and disadvantaged pupils, are well supported and make strong progress.

Curriculum and Assessment

- Lead the development and implementation of a high-quality, coherent EYFS curriculum.
- Ensure robust systems for tracking progress and attainment across Early Years.
- Analyse data to identify trends, gaps, and areas for improvement.
- Ensure compliance with EYFS statutory framework and safeguarding requirements.

Staff Development

- Lead professional development for EYFS staff, including mentoring, coaching, and performance management.
- Support recruitment, induction, and retention of staff.
- Promote a culture of continuous improvement and reflective practice.

Safeguarding and Welfare

- Promote and uphold the highest standards of safeguarding and child protection.
- Ensure all staff understand and implement safeguarding procedures effectively.
- Support the social, emotional, and developmental needs of all pupils.

Pupil Behaviour

- Ensure that suitable there is a suitable and positive behaviour management strategy in place, implementing a whole school approach to establishing safe, secure relationships and valuing difference and individuality.
- Monitor and evaluate the behaviour policy and graduated behaviour response and update as appropriate.
- Model positive attitudes towards the inclusion of all pupils and able to establish individual education plans to enable all pupils to access their learning.
- Oversee the training of staff to ensure high levels of confidence and competency.
- Oversee the analysis and dissemination of relevant pupil data and use this to set realistic but challenging targets for staff and children.
- Provide information, as necessary, to the Headteacher, parents, teachers, and local partners about behaviour and initiatives to support behaviour within the Curriculum, and the impact on pupil progress, and attainment.
- Ensure systems are in place to be able to monitor the steps of progress for individual pupils on plans.

Partnerships and Communication

- Build strong relationships with parents and carers, promoting engagement in children's learning.
- Work effectively with external agencies, including health, early years providers, and local authority services.
- Contribute to the wider life of the school and its community.



	<p>Standards and quality assurance</p> <ul style="list-style-type: none"> • Support the aims and ethos of the school and contribute to a clear vision for an effective school by initiating and leading change. • Assist with the monitoring and evaluation of impact in relation to the curriculum. • Lead meetings with parents and colleagues which relate to the administration, organisation, and curriculum of the school. • Carry out a quality assurance process that ensures that pupils at the school make outstanding progress. <p>Whole School Contribution</p> <ul style="list-style-type: none"> • Undertake a teaching commitment as required. • Undertake the Deputy Designated Safeguarding Lead role. • Deputise for the Headteacher when required. • Contribute to whole-school policies, procedures, and self-evaluation.
--	---

<p>Additional duties and Information</p>	<ul style="list-style-type: none"> • All Executive Headteachers, Headteachers, Deputy and Assistant Headteachers, Heads of School and leaders in the Wessex Learning Trust are expected to contribute to the overall greater good of the Wessex Learning Trust. This may involve specific activities at certain times as directed by the Chief Executive and the Wessex Executive Leadership Team. • Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors, maintaining a professional standard of demeanour and dress. • Attend all relevant associated meetings as required, for example Senior Leadership meetings, Wessex Learning Trust meetings and Governing Body meetings. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures. This post is subject to safer recruitment procedures including an enhanced DBS check and online checks.</p>
---	---

Signature (employee):	
Date:	
Signature (line manager):	
Date:	