



**HIGHFIELD PRIMARY SCHOOL**  
**Job Description for Assistant Headteacher**



**Job Title:** Assistant Headteacher for Inclusion/EYFS

**Purpose:**

- To assist the Headteacher in managing and leading the school as a member of the Headship Team
- To lead on Inclusion within the school
- To lead the EYFS Phase
- To oversee the school's EYFS provision and promote approaches that raise the quality and achievements of an inclusive education for all pupils.

**Responsible to:** The Headteacher, Deputy Headteacher/s, Governing Body and the Local Authority.

**General Duties:** To carry out all duties of a school teacher as set out in the current Teachers' Pay and Conditions document, the Professional Teachers Standards and school policies.

**Key responsibilities as a member of the Headship Team:**

1. To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children
2. As part of the Headship Team monitor the quality of teaching and learning across the school, including the analysis of performance data
3. To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of the School Improvement Plan
4. To be the Designated Safeguarding Lead and liaise with the SENCo and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
5. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
6. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
7. Take an active role in recruitment of staff, as required
8. To lead Inset as necessary and identify any CPD needs with regard to Inclusion and EYFS
9. To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources with regard to EYFS and Inclusion
10. To work with and report to all stakeholders including parents/carers and governors
11. To take on specific tasks related to the day-to-day administration and organisation of the

- school as requested by the Headteacher and Deputy Headteacher/s
12. To carry out SLT duties and cover the responsibilities of the Deputy Headteacher/s as appropriate
  13. To take on additional responsibilities which might arise from time to time

**Key responsibilities and duties to lead on interventions**

1. As part of the Headship Team to take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement
2. To lead on and monitor some interventions and have on-going professional dialogue based on children's progress and learning, with teachers, support staff and parents/carers

**Key responsibilities and duties of a Phase Leader:**

1. To set high expectations and promote high standards of pastoral, social and educational development across the school
2. To lead, co-ordinate and manage effective learning and teaching across Nursery and Reception
3. To lead in Performance Management objective setting and review meetings
4. To lead, develop and manage the curriculum across the year groups
5. To have a significant impact on the educational progress of pupils across the year groups
6. To monitor and review impact and identify areas for development across the year groups
7. To ensure that creative and stimulating learning environments encourage and facilitate children's development and independence

This job description may be amended following discussions between the HT/DHTs and the member of staff

