Job Purpose:

To support the Headteacher in the strategic and operational leadership of the school, with a particular focus on Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1). The Assistant Headteacher will contribute to school improvement, lead on key areas including EYFS supervision, performance management, behaviour, curriculum, subject leadership support, attendance, and website design/ maintenance, and act as a Deputy Designated Safeguarding Lead (DDSL). The role also includes occasional class cover across the school.

Key Responsibilities:

1. Strategic Leadership:

* Assist the Headteacher in the overall leadership and management of the school.
* Contribute to the School Development Plan and whole-school evaluation.
* Take responsibility for specific school priorities and improvement plans as directed.

2. Early Years and KS1 Teaching & Learning:

* Promote high standards of teaching and learning in EYFS and KS1.
* Provide curriculum and planning support to staff, modelling best practice.
* Lead on strategies to support children’s learning, development, and progress.

3. EYFS Supervision and Support:

* Provide EYFS staff with Supervision.
* Provide guidance to EYFS staff, including early years practitioners and teaching assistants.
* Support the development of continuous provision and age-appropriate pedagogy.
* Liaise with the EYFS Lead and ensure smooth transition into Year 1.
* Desirable: Previous experience in a leadership capacity in an EYFS setting.

4. Behaviour and Pastoral Support:

* Lead and support staff in the implementation of the school’s behaviour policy.
* Monitor behaviour logs and work with staff, pupils, and families to improve behaviour outcomes.
* Foster a safe, respectful, and nurturing school culture.

5. Curriculum & Subject Leadership Support:

* Provide support and guidance to subject leaders, helping them monitor, evaluate, and improve their areas.
* Implement action planning, with a focus on vision and principles for each subject.
* Assist with the development of a broad, balanced, and progressive curriculum across EYFS and KS1.
* Coordinate and lead professional development linked to curriculum priorities.

6. Performance Management:

* Carry out performance management reviews for designated staff in line with the school’s policy.
* Set clear, measurable objectives and support staff to meet targets through coaching and feedback.
* Monitor and evaluate teaching standards, providing constructive professional dialogue.

7. Attendance Monitoring:

* Alongside the SENCO and Headteacher, monitor attendance data and trends, working closely with administrative staff and external agencies.
* Alongside the SENCO and Headteacher, follow up on persistent absence and engage with families to support improved attendance.
* Contribute to attendance reports and support the Headteacher in statutory duties.

8. Deputy Designated Safeguarding Lead (DDSL):

* Act as DDSL alongside the Headteacher and SENCO.
* Respond to safeguarding concerns and attend relevant meetings as required.
* Ensure records are accurately maintained and up to date.
* Promote a culture of vigilance and safeguarding awareness across the school.

9. Website Compliance and Communication:

* Redesign and create a new website for the school.
* Maintain and update the school website to ensure it meets statutory requirements and showcases school life.
* Work with staff to keep policies, key documents, and communications current and accessible.

10. Class Cover and Teaching Support:

* Provide occasional class cover across the school, ensuring continuity of learning.
* Step in for leadership release, training, or emergency absence as needed.
* Model outstanding classroom practice and support less experienced colleagues.

Person Specification:

Essential Qualifications & Experience:

* Qualified Teacher Status (QTS).
* Substantial and successful teaching experience in EYFS and KS1.
* Strong understanding of early childhood development and the EYFS framework.
* Experience in school leadership or subject/phase leadership roles.
* Experience supporting behaviour, curriculum, and assessment.
* Knowledge and understanding of safeguarding, including willingness to train as DSL.
* Experience in coaching, mentoring, or performance management of staff.

Desirable Experience/Skills:

* Previous leadership experience within an EYFS setting.
* Experience managing or contributing to performance appraisal processes.
* Ability to research and confidently deliver CPD.
* Familiarity with school website requirements and parent communication tools.
* Experience improving attendance and engaging with families.
* Excellent organisational, interpersonal, and ICT skills.

Additional Information:

* The post is subject to an enhanced DBS check and satisfactory references.
* The Assistant Headteacher is expected to uphold and promote the school’s values, vision, and commitment to safeguarding at all times.
* Flexibility and a “hands-on” approach are essential in our small school environment.