



HIGHFIELD ST. MATTHEW'S C.E. PRIMARY SCHOOL

Billinge Road, Pemberton, WIGAN, WN3 6BL

Telephone:

(01942) 747818

Facsimile:

(01942) 747819

Email:

enquiries@hstm.school

Headteacher:

Mrs J Hargreaves

Job Description

Post Title

Assistant Headteacher

School:

Highfield St. Matthew's C.E. Primary School

Salary:

Leadership Scale L4 – L8

Main purpose of the role:

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for assistant headteachers and the school's own policy
- Under the overall direction of the headteacher play a major role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - proactively manage staff and resources
- Leading the EYFS which consists of a 60 place reception, 60 place nursery and the staff team
- A teaching commitment in the EYFS of 0.8 equivalent to 4 days in class
- The development and delivery of a highly effective and engaging curriculum
- Ensuring assessment in the EYFS is accurate and informs provision
- Leading on SEND within the EYFS, liaising with external professionals
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school and child protection issues as appropriate
- Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.

Leadership and Management:

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to the EYFS
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Working as part of the SLT to ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Working as a key member of the SLT, lead on the school self-evaluation process for the EYFS including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the Senior Leadership Team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management





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Leadership responsibility:

- Lead EYFS
- Have overall responsibility and accountability for EYFS ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings with the EYFS team
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

Monitoring and Assessment:

- As a member of the SLT, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across in the EYFS
- Monitor standards including recorded work within the EYFS including reviewing long and medium term planning

Manage Resources:

- Be responsible for the organisation, planning and evaluation of the school programmes within the EYFS
- Manage, monitor and accurately account for any budget for your area
- Evaluate, organise and monitor the use of resources

Staff Development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments within the EYFS and disseminate information as appropriate

Additional responsibilities:

Assist in the smooth running of the school at all times, including being responsible with other SLT for the school in the absence of the Headteacher

This job description is not your contract of employment, or any part of it.

It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

