



Deputy Headteacher Job Description

Reports to: Headteacher

Responsible for:

- The leadership and day to day management of the Nursery School and overseeing and supporting the provision in the Up to 3s' Nursery
- Working with the Headteacher, governors, staff and multi-agency partners to achieve high educational standards and best possible outcomes for all children
- To manage staff and resources to fulfil aims and objectives
- To be an active member of the Senior Management Team, contributing to the strategic vision of the school

In addition to the professional duties and expectations set out in School Teachers' Pay and Conditions document (DFE 2013) and Teachers' Standards (DFE 2013) the key roles and responsibilities of the post are detailed below:

Leadership and Management of Nursery School

- To deputise for the Headteacher as necessary, and have full responsibility for the leadership and management of the school in her absence
- To work with the Headteacher on the identification of long term goals and plan for these through the School Improvement Plan
- To be the "on floor" leader of the Nursery School, taking responsibility for the management and quality of the day-to-day provision within the Nursery, and guiding, supporting and motivating staff
- To be pro-active in delivering the aims of the School Improvement Plan through performance management, with particular responsibility for the line management of the teaching staff, and also supporting other teachers in their line management roles
- To prepare agendas for, and lead Nursery School staff meetings, ensuring that accurate minutes are kept and that actions agreed are completed
- To attend Up to 3s' Nursery staff meetings in a supportive and advisory capacity
- To manage the deployment of staff on the Nursery School floor, timetabling PPA and ART time, and ensuring necessary cover at times of sickness and absence
- To manage the deployment of lunch staff in line with legal ratios
- To have an overview of staff levels and deployment in the Up to 3s' Nursery
- To take the lead in the admissions process, ensuring the Nursery is always as full as possible. Showing parents around the Nursery School and managing place allocation

in accordance with the school's admissions policy. Preparing paperwork for taster sessions, home visits and for keyworkers

- To oversee children's Early Help Plans within the Nursery School and Up to 3s', keeping the Headteacher and Keyworkers informed of updates to the plan and ensuring staff presence at review meetings
- To be a member of the Senior Management Team, attending monthly meetings, taking minutes and contributing to the day-to-day running of the school and the long term vision for the school
- To be an active member of the Marketing Committee, attending half-termly meetings and participate in the marketing and promotion of the Nursery School and Up to 3s' Nursery, including contributing to Social Media updates. Attending occasional weekend/holiday events to promote the School, in conjunction with other members of the SMT
- To report to the Governing Body, and in particular the Curriculum and Inclusion Subcommittee, on matters to do with education and inclusion as required
- To organise a rolling programme of Governor Curriculum Visits to monitor their allocated area of the curriculum
- To oversee the Health and Safety procedures for the School. Making sure that emergency evacuation plans and risk assessments are reviewed annually, and that actions arising from the annual risk assessments are formulated into an action plan
- To take the lead in the rolling programme of policy review. Making staff aware of those policies for which they are responsible, and preparing policies for review and agreement at Governing Body meetings
- To coordinate students and volunteers on placement in Nursery School and Up to 3s' Nursery, keeping an up to date list of students expected, and allocating staff as mentors
- To undertake periods of 'on call' holiday cover to ensure a Senior Management Team presence in the locality at all times that the Nursery and Up to 3s' are open
- To attend and support holiday and weekend events organised within the School, alongside with other members of the Senior Management Team
- To be alert to the potential for improvement and innovation with the Nursery School and Up to 3s', and take the initiative for its implementation

Teaching and Learning

- To be an excellent early years teacher and role model, teaching and being keyworker to a group of children
- To promote the highest standards of teaching and learning through leading and developing innovative classroom practice
- To keep up to date with changes in the EYFS and review systems as necessary
- To lead the planning and assessment procedures within Nursery school and the Up to 3s' Nursery, making sure that supporting documentation is reviewed and updated as necessary

- To take the lead in ensuring that children's interests are at the very heart of all learning and that these interests are supported and extended, through 'In the Moment Planning'.
- To carry out moderation of children's records, alongside the Headteacher, to ensure all keyworker records are being kept to a high standard, are an accurate reflection of children's learning and contribute to the generation of accurate computer data
- To plan and prepare documentation for parent consultations
- To work with the Up to 3s' Manager, SENCO and local reception class teachers to manage the transition process into Nursery School and then onto primary schools
- To act as a curriculum coordinator for a designated area of learning, attend half-termly meetings to support curriculum improvements within the Nursery. Use data to set the strategic vision for that subject, supporting other curriculum coordinators to do the same
- To ensure that procedures are in place and adhered to for: the safe collection of children, administration of first aid and reporting of accidents, managing of allergies, etc
- To ensure that displays in the Nursery School are child centred, of a high quality and regularly refreshed by staff
- To ensure that the Nursery School environment is kept clean and tidy and that learning resources meet the needs of the children and are in a good state of repair

Community

- To develop good working relationships with all those connected with the school
- To continue to build effective links with parents, other schools and settings, and the community at large
- To develop links and liaise with other professionals to support children's learning and their wider needs
- To support the System Leadership agenda of the Maintained Nursery Schools, and as part of this actively seek opportunities to disseminate good practice to other local settings and Reception classes in local schools, the local college and University
- To deliver selected training on behalf of the Local Authority to other settings in the locality, in rotation with the Headteacher and other teachers in the Nursery School