



## **Job Title: Head of School**

*Permanent position, leadership role, responsible for operational excellence*

*Reports to the School Director*

## **Purpose of the role**

The Head of School (Manager) will be expected to monitor that the school delivers high quality early education for children and their families. The Manager will oversee the operation of the nursery school to the highest standards, ensuring that the best possible environment and learning experiences are provided for young children. This role will be responsible for the planning and monitoring of the main functions of the nursery and implementing all its policies and procedures. This will require creative thinking together with an informed understanding of statutory requirements and what constitutes best practice for early education. The Manager will be expected to build excellent working relationships with parents, staff and partners at every level. Working in partnership with parents and others is essential to this role so the Manager must be approachable, friendly and able to communicate effectively at all times. Crucially, the aim of this role is to provide effective leadership as identified in the Ofsted Early Years Inspection Handbook.

## **Main Responsibilities**

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the nursery school.
- To be accountable for the delivery of the aims and objectives of the nursery school and its hybrid approach to individualized learning.

- To demonstrate an ambitious vision, have high expectations for what all children can achieve and ensure high standards of provision and care for children.
- To ensure the organisation of a high-quality educational environment, with strong commercial and people focus so that the school operates at high occupancy levels.
- To be responsible for the quality improvement and aspects of administration of the nursery whilst adhering to the policies and procedures ensuring compliance with all relevant legislation.
- To be responsible at all times for high standards of care and education of children between 2.5 to 6 years, in accordance with statutory requirements and the newly introduced Common Inspection Framework.
- To ensure the EYFS is promoted and delivered within the setting and its principles are fully adhered to.
- To supervise and support all staff members within the nursery thereby implementing high standards of quality practices.
- To improve staff practice, teaching and learning through effective systems for supervision, rigorous performance management and appropriate professional development by identifying relevant training needs.
- To monitor the quality of teaching and learning in the school and role model good early years teaching as identified in the Ofsted Inspection Handbook.
- Taking initiatives to ensure high standards of education, including monitoring and reviewing of the provision and individual progress of every child.
- To provide learning programmes and a curriculum that has suitable breadth, depth and relevance so that it meets any relevant statutory requirements, as well as the needs and interests of children.
- To successfully plan and manage the curriculum and learning programmes so that all children get a good start and are well prepared for the next stage in their learning, especially being ready for Primary School.
- To evaluate the quality of the provision and outcomes through robust self-evaluation, taking account of the views of parents and children, and use the findings to develop capacity for sustainable improvement.

- To have a strategic overview of the quality of early years provision and ensure contribution from parents and colleagues to the self evaluation and development plans to improve practice in the nursery including providing a safe, caring environment to enable the emotional, social and educational development of children, through individual targeted work and group activities.
- To have a strategic overview of practice across the Early Years Foundation Stage, support and mentor all team members and model the skills and behaviours that safeguard and promote good outcomes for children.
- To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation and development of the nursery school whilst working closely with the Director of the school.
- To actively promote equality and diversity, tackle poor behaviour towards others, including bullying and discrimination, and narrow any gaps in outcomes between different groups of children.
- To set high standards for children's behaviour at all times. To model exemplary relationships between staff that provide an excellent model for children's behaviour towards each other.
- To actively promote British values.
- To make sure that arrangements to protect children meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism.
- To ensure all arrangements for safeguarding children are highly effective.
- To ensure effective communication between staff, parents and with all partners.
- To maintain equipment and resources in the Nursery and identify possible new resources that could benefit the development of the children.
- To be responsible for admissions in line with the admissions policy. To keep a register and up to date records of all children and to give regular feedback to parents about their child's development and progress.

- To contribute to the work of a multi-professional team and, where appropriate, coordinate and implement agreed programmes and interventions on a day-to-day basis.
- To work in partnership with specialist agencies or professionals to ensure the safety and well-being of all children, identifying child or family support needs as necessary.
- To undertake any other duties as may be appropriate and required from time to time.

### **Supervision & Management of People**

The post holder will be responsible for management, supervision and appraisal of all students in the School and of the following staff members:

- Deputy Head – Early Years Leader of Learning
- Early Years Practitioner(s)

The Manager will identify staff training needs and facilitate training opportunities. From time to time there may be a requirement to manage the work of staff who are appointed for supply work or to provide supervision for students on placement.

# Person Specification

## Essential requirements of the post

### 1. Experience and qualifications:

The post holder must hold an EYPS/QTS/ EYT or Level 6 qualification and should be able to demonstrate training and recent extensive experience of working at a leadership level.

- Extensive experience of working with young children and families.
- Experience of managing staff and leading teams in delivering high quality, inclusive early education.
- Experience of working in partnership with other agencies and organisations when identifying and meeting the needs of children and families.

### 2. Knowledge and Understanding

- A demonstrated and thorough knowledge of and practical experience with the EYFS, Ofsted standards and relevant current legislation.
- A demonstrated solid understanding of the developmental needs of young children, particularly of 2-5 year old age group.
- A clear and thorough understanding of what constitutes a quality early education environment.
- Knowledge and understanding of safeguarding policies and procedures.
- A commitment to inclusive and non-discriminatory working practice with children, families, colleagues and the community.
- Knowledge and understanding of working with families and delivering outcome-focused services.
- Experience with, or ability to learn to use, specialised software (Tapestry) for children's individualized learning journeys.

## Skills and Abilities

- Ability to maintain the health, safety and security of others.
- Ability to design and develop early education environments and programmes that built on children's interests and help them develop their potential.

- Flexibility, initiative and the ability to adapt teaching experiences according to children's need.
- Good observational skills and the experience to support staff in knowing when and how best to intervene to support children's play, learning, development and social interactions.
- Ability to communicate with people in a form and manner that is consistent with their level of understanding, culture, background and preferred ways of communicating.
- Good customer skills and the ability to communicate effectively with parents about their children's learning.
- Excellent active listening skills.
- Problem solving skills.
- Must be a team player with strong leadership skills and ability to work with others to achieve shared objectives.
- IT skills to fulfil administrative requirements of the post.