



***K**ate Greenaway Nursery School and Children's Centre*

***Recruitment to the position
of Deputy Headteacher and
SENCO***

KG/ 1615



Background

Kate Greenaway Nursery School is a vibrant nursery provision at the heart of King's Cross. The school sits within a small social housing estate, serving a wonderfully diverse local community. The provision has a strong reputation locally and is very popular with families. Following a recent visit to the school, the Director for Children and Young People for Islington shared that 'Kate Greenaway epitomises all that is meant by the 'best start in life' for children: an oasis serving the direct community and beyond. The whole environment is child friendly, inviting for the family, and a joy to be in and around.'

At Kate Greenaway, we strive to offer the best experiences to our children and their families. We are a child-centred nursery and believe that children learn best through a play-based curriculum. With the support of our passionate and skilful staff, our children engage in a rich spectrum of self-directed, adult-directed, and adult-led learning activities, develop their language, learn to be curious and critical, and acquire essential skills to problem solve, interact and collaborate with others.

Our curriculum offer is founded on the statutory early years foundation stage (EYFS) and further enhanced by opportunities such as local visits, educational trips, food growing, Yoga sessions, Forest School, and Woodwork for our school leavers and many more. We support and coach our children in developing a passion for learning and acquiring the executive function skills to focus, remember instructions, and demonstrate self-control.

The governing board's ambition is for the nursery school to evolve into an Early Years Centre of Excellence, a model school for the most effective, evidence- and research-based early years practice and provide training, support, and challenge to other early years settings.

We are determined to achieve this through the following:

- Recognising and respecting the unique needs and abilities of each child. Tailoring learning experiences to match individual interests, strengths, and developmental stages.
- Continuously investing in the professional development of our educators. Staying informed about the latest research and educational trends and implementing the best practices in early childhood education.
- Collaboration with families to support consistent and comprehensive child development. Strong partnership with parents, community, multi-agency hubs and businesses.
- Collaborative work with other Early Years providers, the Local Authority and neighbouring primary schools in the area.

This is an exciting opportunity to join the school and work with the Headteacher, the staff team, and the governors to realise the ambition.



Deputy Headteacher

Contract: Permanent post, full time, 5 days a week (negotiable)

Salary Grade Range: Leadership Group Pay 1 to 5

Actual Salary Range: £56,100 - £61,004 per annum, actual salary

Start date: April 2024 or September 2024

The Headteacher and Governors at Kate Greenaway Nursery School seek to appoint a highly motivated and committed Deputy Headteacher to join our excellent school.

Kate Greenaway is located at the heart of King's Cross, a richly diverse area. We offer an all-year-round provision with government-funded and fee-paying places for children aged six months to 5 years. We are proud of our quality provision and persistently enrich it with effective, evidence-based and innovative practices to achieve the best outcomes for our children.

The successful candidate will be passionate about early years, aspired to make a difference and prepared to **learn** and **grow**. The role also includes responsibility as the school SENCO.

To join our vibrant Nursery School, you will need to have:

- Suitable experience of delivering the EYFS within the 0-5 age range;
- Completed or interested in completed the National SENCO Award;
- Enthusiasm and commitment to the highest quality practice with children, combined with a positive and creative approach to managing change;
- Ability to communicate effectively with parents, children and colleagues and have the confidence and the ability to lead a team;
- Suitable proven leadership experience and the potential and desire to develop further;
- Be unrelentingly ambitious for the school, its staff and pupils;

You will also deputise for the Headteacher as necessary and will be one of the Designated Safeguarding Leads across the Nursery. The role is a non-class based with teaching commitment up to two days a week.

Visits are encouraged. Please contact the school office to arrange a visit:

kategreenaway.eyc@islington.gov.uk or call on 020 7527 4850.

Closing date: midnight, **Tuesday 20 February 2024** Shortlisting: **Wednesday 21 February 2024**

Interviews: **Thursday 22 February** or **Friday 23 February 2024**

How to apply:

To apply for this post, please visit: <https://feeds.trac.jobs/redirect/1508/vacancy/6036109>

If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference **KG/1615**. For an informal discussion about the role, please contact the school directly. Please note CVs are not accepted in line with Safer Recruitment practices.

Kate Greenaway Nursery School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required.



In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.



Job Description

Deputy Headteacher

To take a leading role in the leadership and management of the Nursery, developing the environment and promoting effective learning through high expectations resulting in positive outcomes for all children

In addition to the professional duties of a teacher as set out in the School Teachers Pay and Conditions document and accompanying job description for main scale teacher and curriculum co-ordinator.

Responsible to the Headteacher.

KEY ROLES AND RESPONSIBILITIES:

Leadership and Management

- To deputise for the Headteacher as necessary, and have full responsibility for the leadership and management of the Nursery and Children's Centre in her absence.
- Assist the Headteacher in the routine management of the school, including staffing, resources, budget planning, premises and health and safety management.
- To work with the Room Leaders, the Early Years Advisor and the SEND department to oversee the wider educational provision offered across the nursery
- To be prepared to be part of the 'on call' system during holidays if and when necessary to ensure appropriate senior management coverage
- To play a leading role in the Senior Management Team working across the centre
- To act as the SENCO for the Nursery ensuring all children's needs are met and policies and practices comply with the SEND code of practice
- To be one of the Designated Safeguarding leads across the Nursery
- To work with the Headteacher and Senior Management Team on the identification and planning of priorities informing the Nursery Development Plan and take a lead on certain elements of the plan
- To work with the Headteacher to undertake regular monitoring of teaching and learning informing future planning and development
- Take responsibility for the quality, monitoring and development of the extended services liaising with staff and Room Leaders.
- To work with the Headteacher and senior staff to monitor and report on the quality of teaching and learning within the school, using this information to support further developments and inform staff's performance management
- To promote and work within the aims and ethos of the Nursery
- To be responsible for the effective day to day running of the Nursery, ensuring high quality provision and motivating, supporting and guiding staff
- To ensure Nursery policies are regularly reviewed and updated



Management of People

- To undertake the performance management of staff as advised, ensuring effective staff development and training in order to maintain and develop good practice
- To work with the Headteacher to acknowledge excellence and challenge poor performance across the Nursery
- To develop good working relationships with all those connected with the Nursery School.
- To support colleagues in developing their practice by modelling 'best practice' and ensuring it is disseminated
- To take an active role in the induction of new members of staff and students into school
- To ensure effective partnerships and communication with parents across all areas of the Nursery's work
- To be responsible for transitions, liaising with schools and pre-schools to ensure children are appropriately supported
- To ensure staff are effectively deployed and tasks are fairly delegated to ensure that the environment, equipment and resources are maintained to a high standard.
- To ensure that the Nursery is appropriately staffed and that staff are deployed effectively
- To support the Headteacher to co-ordinate and promote annual fund raising events

Teaching and Learning

- To take a lead in the development, maintenance and monitoring of effective assessment, planning and record keeping, ensuring documentation is completed to a high standard
- To ensure an exciting and stimulating environment is maintained to a high standard both inside and out
- Undertake regular monitoring of staff linking to performance management
- To lead the senior teaching team within the Nursery, leading planning and staff meetings to ensure strategic targets and actions are carried out
- To use assessment data effectively and work with the Nursery team to ensure all children's needs are being met in a developmentally appropriate manner, taking account of all vulnerable groups
- To lead and demonstrate a real enthusiasm for the development and implementation of new initiatives
- To disseminate good practice to staff and the wider community e.g. parents' groups, staff meetings, governors or other settings across the locality
- To ensure resources are stored and maintained to ensure full and effective use is made of all available resources
- To lead colleagues in developing and reviewing policies, medium and long term planning and training
- To disseminate good practice to certain groups, perhaps at a staff or governors' meeting, network groups or to parents.



SENCO/Inclusion

- Exercise a key role in assisting the Headteacher and governors with the strategic development of SEND policy and provision
- Co-ordinate SEN provision throughout the school to ensure children's needs are being met, maintaining appropriate registers and liaising with the office staff to ensure accurate reporting
- Ensure all children with special/additional needs are identified and work alongside staff to develop individual plans co-produced with parents to ensure their needs are being met
- Use assessment information to ensure that all children with SEN are being identified early and that appropriate support is put in place
- Support all staff across the Nursery to ensure all children are being appropriately supported to enable them to make good progress in their learning
- Ensure support staff are being appropriately deployed to ensure group work and 1-1 work are being undertaken to support children
- Support staff in the identification of appropriate teaching methods to meet individual children's needs
- Co-ordinate all SEND information and co-ordinate annual reviews and attend/chair when necessary
- Liaise with Educational Psychologist and other professionals re SEND processes
- Maintain and develop SEN resources
- Keep up to date with all SEND policy and legislation



Person Specification

POSITION: Deputy Headteacher

GRADE: Leadership 1 – 5

RESPONSIBLE TO: Headteacher

You should demonstrate on your application form how you meet the following essential criteria.

Qualifications	Essential/Desirable
<ul style="list-style-type: none">• Qualified teacher status• Early years teacher status• Evidence of further professional development• Has undertaken Designated Persons Safeguarding training• NASEN award for SENCO role	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>
Personal Qualities	
<ul style="list-style-type: none">• Excellent interpersonal and communication skills• Enthusiasm and commitment• Ability to work within, and lead a team• Ability to motivate and inspire others• Commitment to Inclusion	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Experience	
<ul style="list-style-type: none">• Excellent practitioner• Experience of working in a diverse setting• Evidence of significant post qualifying classroom based experience in an Early Years setting.• Leadership and Management experience for a minimum of 2 years• Good knowledge of early years development and the EYFS• Knowledge and understanding of the educational, developmental and health needs of children 0-3 age range.• Experience of leading a curriculum area• Experience of working with Multi agency teams• A good working knowledge of working with children with SEND• Experience of leading SEND provision• An understanding of the school self-review and evaluation process	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Other	



<ul style="list-style-type: none">• Ability to use IT competently	E
<ul style="list-style-type: none">• Ability to manage time effectively and meet deadlines	E
<ul style="list-style-type: none">• Experience as a staff member of the Governing Body	E



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Headteacher: Diana Valcheva
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