



GLOUCESTER NURSERY SCHOOL

www.gloucester.nursery.co.uk

The overall purpose of the post of Head Teacher:

The Head Teacher will be responsible for the internal organisation, management and control of the school in accordance with safeguarding legislation, School Teachers' Pay and Conditions

Document, the policies of the Governing Body (including its annual budget), applicable legislation and the policies of West Northamptonshire Council. The Head Teacher, working with the Governing Body, Senior Leadership Team and school staff will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.

Job Description

Job Details - Headteacher

Salary: L6 – L14 depending on experience

Contract Type: Full time, permanent

Reporting to: Governing Body

Main Purpose

The Headteacher will:

- Provide strategic leadership and professional management securing success and improvement for the school
- Establish, maintain and promote the school's ethos and strategic direction together with the governing body and the wider school community
- Ensure high quality education and personalised learning for all the children and high achievement in all areas of school's work
- Continually review and develop strategies for school improvement that are realistic making sure these school improvements are effectively and timely implemented
- Establish and oversee processes and policies so the school can operate effectively and efficiently
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The Headteacher will:

- Be a strong communicator with the passion and drive to make a positive difference through challenge and support
- Have the ability to empower members of staff and cultivate leadership skills and create a collaborative, inclusive learning environment

- Serve in the best interest of all the school's children and families.

Main Duties and responsibilities

Strategic Direction

The Headteacher will:

- Create a coherent vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all
- Ensure that strategic planning recognises the social, emotional and intellectual aspects of life and takes account of the diversities that comprise the makeup of the school and wider community
- Demonstrate the capability to turn strategic vision in to operational plans and objectives
- Ensure that the school vision and aims are realised through a regular cycle of development planning, implementation, reviews, and evaluation

Leadership and Culture

The Headteacher will:

- Create a culture where children experience a safe, positive, happy and enriching school life
- Model by example the school's values of respect, care, enjoyment, achievement and teamwork
- Ensure staff have the necessary skills and knowledge to champion respect, diversity, and inclusivity as well as the rights of children
- Ensure the sustainability of leadership and management of the school, ensuring there is a culture of staff professionalism
- Lead and manage change effectively, ensuring staff understand their professional duties and are held to account
- Prepare our children for making a positive contribution in society, through developing their understanding and appreciation of diversity and fundamental British values

Teaching, curriculum and assessment

The Headteacher will:

- Establish a climate where physical, social, emotional and mental health and well-being of children, families and staff are recognised as fundamental to development
- Lead, manage and deliver a broad and balanced curriculum that shows clear progression in the sequence of vocabulary, skills and knowledge development
- Teach (when required).
- Develop the roles and responsibilities of the senior leadership team in supporting of the embedding of the curriculum
- Embed changes to the school's curriculum and to evaluate and refine further through targeted training and CPD for staff
- Promote continuous training and staff development – in a way that conforms to the learning needs of those involved
- Establish and promote creative, responsive and effective approaches to learning and teaching ensuring that learning is at the heart of everything that is done
- Evaluate, clarify and refine teaching pedagogy across the curriculum. Make key principles more visible and update teaching and learning policy
- Ensure assessment and appropriate target setting is consistent across the school
- Create a school environment that is a positive and supportive space for all children - without exception - to feel safe and secure and to make rapid progress
- Respect diversity and respond with sensitivity to different cultures and beliefs; using their differences to enrich the experiences of all who use the nursery school
- Embed and ensure the use of assessment information precisely to move learning forward

Managing the school

The Headteacher will:

- Manage the school's finances and staff effectively and efficiently to have maximum impact on teaching and learning
- Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health & safety regulations
- As Designated Safeguarding Lead, manage the safeguarding of children, maintaining policy and practice to ensure the school is a safe environment for learning and any issues are addressed professionally and efficiently
- Ensure positive behaviour amongst children and staff.

Special education needs (SEN) and disabilities

The Headteacher will:

- Carry out the role of SENDCO
- Ensure all staff will have a clear understanding of their responsibilities to the vulnerable learners and those in receipt of High Needs Funding and with Education, Health and Care Plans (See SEND Code of Practice, 2015)
- Have ambitious expectations for all children with SEN and disabilities
- Ensure that parents and children are clear about the progress they are making through the use of clear targets and tracking linked to personal development
- Working in partnership with other agencies and ensure continuity of support and learning when children with SEND transfer to other settings/schools.

Governance and working in partnership

The Headteacher will:

- Fulfil commitments arising from contractual accountability to the Department for Education and to the Governing Body
- Ensure professional relationships are developed and maintained with governors and work closely with and provide comprehensive data and information in the most appropriate way for the Governing Body to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences
- Be an excellent communicator and listener, honestly reflecting on the views of others
- Create and maintain an effective partnership with parents and carers to support and improve childrens' achievement and personal development
- Maintain and develop effective links with the community to extend the curriculum and enhance teaching and learning
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its contribution to the wider community.