



## **Head of Nursery School, Day Nursery and Early Intervention**

<b>JOB TITLE:</b>	Head of Nursery School, Day Nursery and Early Intervention
<b>GRADE :</b>	Leadership Pay Spine (L8 – L14)
<b>TERMS:</b>	According to School Teachers Pay and Conditions Document
<b>MANAGED BY:</b>	Executive Head teacher
<b>ACCOUNTABLE TO:</b>	The Governing body
<b>RESPONSIBLE FOR:</b>	All staff employed within the nursery*.

\*Within this job description references to 'the nursery' mean The Slade Nursery School, the Day Nursery, and services to children and families (including early intervention services) that are operated from the nursery school.

### **PURPOSE OF JOB:**

To provide leadership, educational services and management of The Slade Nursery School.

This will include:

- Ensuring the delivery of high quality provision for children from birth to 5, in order to improve outcomes for all.
- Taking responsibility for the setting of a balanced budget.
- Ensuring the further development of an integrated centre for children and families, based around a nursery school, day nursery and services for children and families.
- Promote the development of early intervention services for use by the wider community.
- Provide day to day leadership of the nursery school, and contribute to the strategic leadership of the Wood Farm Slade Federation.

It is envisaged that this post will include a regular time-tabled teaching commitment.

### **PRINCIPAL ACCOUNTABILITIES:**

- To fulfil the duties of a Head Teacher of a nursery school as laid down in the current School Teachers' Pay and Conditions Document, and to develop the full integration of all services and settings within the setting.
- To be responsible for the management of the nursery, throughout the year (including ensuring appropriate arrangements are in place for the day to day management of the nursery in the absence of the head).
- To work with the Executive Head Teacher to develop the strategic vision for the nursery, and the overall vision for the Wood Farm Slade Federation, and to be part of the senior leadership of the Federation.
- To lead the nursery senior team in implementing the vision, and in providing robust and incisive leadership of the nursery and Early Intervention Services
- To work with the Executive Head Teacher and other senior leaders within the Wood Farm Slade



Federation in the pursuit of excellence, and in ensuring the highest level of outcomes for all children.

## **KEY JOB OUTCOMES**

### **In addition to the expectations of a Head Teacher of a nursery school**

#### **1. Lead the education and care of children by:**

- Developing outstanding education and day nursery provision for each child according to their age and needs.
- Ensuring an inclusive environment in the nursery in which all children's personal and educational needs are valued and respected.
- Ensuring that rigorous and robust safeguarding procedures are followed, to keep children safe and to protect them from radicalisation, and that there is excellent liaison with other agencies and early intervention services.
- Leading staff teams throughout the nursery in the development of a high-quality early-years curriculum and provision.
- Work with the Executive Head Teacher in drawing up and implementing appropriate improvement plans, and in the strategic development of Early Years provision and Early Intervention services within the federation.

#### **2. Lead staff by:**

- Being responsible for the recruitment and selection of staff, in consultation with the Executive Head Teacher, and working with Governors and other stakeholders as appropriate.
- Providing a clear framework of roles and responsibilities for senior leaders within the nursery, and enabling all staff to be supported and developed.
- Ensuring that highly effective systems for the performance management of nursery staff are implemented, and that staff within the nursery receive excellent continuing professional development.
- Working with senior leaders across the Federation in ensuring provision of training opportunities and in supporting initial teacher training.

#### **3 Lead the nursery by:**

- Promoting the role of the nursery as a centre of excellence, developing links with other local services, enabling the dissemination of good practice, the sharing of resources and working in partnership with parents, carers, users and other schools and settings working in the area.
- Ensuring that the core purpose of the nursery is to meet the needs of children and families to achieve better outcomes for both.
- Ensuring on a day-to-day basis that the nursery is a healthy and safe environment for



children and adults. Working with the Executive Head Teacher and other senior leaders to ensure the effective and safe management of the building and resources for the maximum benefit of children, parents and the wider community.

- Working in partnership with Governors to enable them to fulfil their role in the strategic leadership of the Federation.
- Ensuring effective leadership and management of the nursery throughout the year (including ensuring that appropriate day to day leadership is in place during holiday periods or during the planned absence of the head of nursery).
- Working with the Executive Head Teacher to develop a comprehensive and integrated programme of family support and health services, and provide day-to-day leadership of such services.
- Supporting the local authority to ensure an appropriate level of local early years provision and admissions protocols.

## **GENERAL**

- A. So far as reasonably practicable, the post-holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post-holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the nursery, and Federation's policies and codes of practice.
- B. Work in compliance with the codes of conduct, regulations and policies of Oxfordshire County Council, and its commitment to equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards/ risk management principles.
- D. Carry out any duties that are relevant to the post of a Head Teacher and/or requested by the Director for Children, Young People and Families or on his/her behalf, and the Governing Body.

This list of duties is not meant to be exhaustive. The post-holder will be expected to adopt flexible attitudes to their duties which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.

*October 2021*