



ELLERGREEN NURSERY SCHOOL AND CHILDCARE CENTRE

HEADTEACHER JOB DESCRIPTION

Title of Post: Headteacher

Responsible for: Ellergreen Nursery School

Reports to: Governing Body and the Local Authority

Status: Permanent/ full time position

School Group: Group 1

Salary: L12-L18

Main purpose of the post:

- To ensure that continuous provision of high quality inclusive early years education and care for all children who attend Ellergreen Nursery School and Childcare Centre.
- To maintain and develop the ethos, vision, aims and objectives of the setting through skilled leadership in effective partnership within the school community, and in accordance with national and local statutory requirements and Early Years policy and procedures.
- To promote innovative and creative practice across both sites designed to support improved outcomes for children and families.

Strategic Direction and Development

- Ensure that the vision, values and aims of the setting's mission statement are clearly articulated, shared, understood and implemented by the whole Ellergreen Nursery School and Childcare Centre community.
- Demonstrate the vision and values in everyday work and practice.
- Ensure that the aims, vision and values of the setting inform the development of all policies.
- Manage change and new initiatives whilst motivating and building upon existing strengths, traditions and culture.
- Strategically manage and allocate resources in line with the setting's Development Plan.
- Promote creativity and innovation to develop an exciting and high quality curriculum to ensure all children make good progress in relation to their starting points and parents/carers are fully involved in their child's learning and development.
- Lead and manage the further development of strategic planning to ensure continued development of Ellergreen Nursery School and Childcare Centre.

Leading teaching and learning- Promoting High expectations

- Promote, secure and sustain excellent standards of teaching showing good knowledge and understanding of the EYFS to support successful outcomes and progress for children and parents across both sites.
- Maintain a positive learning environment that enables effective teaching and learning for children and their parents/carers and promotes a love for learning.
- Continually review and develop the curriculum and assessment procedures, ensuring inclusivity and continuity of experience and progression for all children.
- Monitor and evaluate the quality of teaching and learning in order to ensure all learning experiences are high quality.
- Ensure that the statutory requirements for Special Educational Needs and Disability (SEND) are articulated, understood and met and best practice in terms of inclusion is used to guide decision making at all levels.
- Oversee and monitor the quality and effectiveness of curriculum planning, assessment and record keeping systems for all children.
- Ensure an effective Positive Behaviour Support Policy and procedures are in place and implemented.
- Ensure that parents/carers are informed and included in the plans for their child's learning and development.
- Ensure that parents/carers are offered appropriate support, training and encouragement to help their child's development and learning at home.
- Monitor the quality of teaching and learning through observation and discussion with staff to ensure that children's progress is well supported and extended.

Leading and Managing Staff

- Lead, motivate, support, challenge and develop staff to enable them to undertake their roles effectively in order to secure improvement.
- Demonstrate high quality leadership and practice based on agreed vision and values, and principles to all stakeholders.
- Co-ordinate the work of all staff to ensure that the setting's aims, objectives and policies are implemented, monitored and evaluated.
- Be responsible for ensuring staff performance management, supervision and induction processes are in place and effective
- Ensure that Early Career Teachers and other staff are given appropriate support in order to complete their induction training and fulfil the relevant requirements in relation to their role.
- Ensure opportunities for training and support are available for all staff within an annual training programme linked to the Development Plan and staff Performance Management targets.
- Ensure succession planning for key roles to ensure continuity and progression and to provide opportunities for future leaders.
- Ensuring that apprentices, volunteers and students are given appropriate induction and support to understand their responsibilities and expectations and acquire the skills and knowledge to work effectively in the setting.

Efficient and Effective Development of Staff and Resources

- Ensure the effective, flexible and reliable deployment of staff to ensure the provision accessed by pupils is high quality education at all times.
- Manage the budget to meet competing demands on resources, finding external sources of funding where appropriate.
- Set the annual and rolling budgets in conjunction with the Governing Body.
- Oversee, monitor and report to governors on appropriate priorities for expenditure, allocated funds and ensure effective administration and control.
- Ensure supervision, and performance management systems are in place and effective.
- Ensure all HR procedures are followed correctly.
- Ensure that teachers' professional duties and conditions of employment are fulfilled as set out in the School Teachers' Pay and Conditions document.
- Manage and organise all aspects of the premises efficiently, to ensure that they meet the needs of the curriculum and health and safety regulations.

Accountability

- Provide analysis, information, advice and support to the Governing Body and enable it to meet its responsibilities in securing effective teaching and learning, continually improving standards and value for money.
- Present a coherent and accurate account of the setting's performance in a form appropriate to a range of audiences, including parents, governors and the Local Authority, Ofsted and other stakeholders.
- Develop an organisation where all staff realise that they are accountable for and contribute to the success of Ellergreen Nursery School and Childcare Centre as a learning community.

Safeguarding

- As Designated Safeguarding Lead (DSL) the post holder will take responsibility for safeguarding and child protection across both sites. The DSL will ensure that all staff, governors and visitors have a full commitment to the Safer Working Practices Code of Conduct for Adults, Keeping Children Safe in Education (2025), safeguarding and equal opportunities policies and an acceptance of personal responsibility for the practical application of these policies.
- Ensure that the single central register is kept up to date and that all staff and visitors are appropriately checked to ensure the safety of all children.
- Ensure all staff receive regular safeguarding training and updates.
- Ensure all actions are completed following the s175 Safeguarding audit.
- To take on key safeguarding roles such as the Designated LAC teacher or/and the Young Carer Champion.

Relations with Parents and the Wider Community

- As tenants within Ellergreen Community Centre, to be able to work collaboratively with other tenants in the building to improve outcomes for the children who attend Ellergreen Nursery School and Childcare Centre.

- Develop a partnership between parents/carers and other agencies to promote parents and carers involvement in their own and their child's learning to improve outcomes for themselves and their child/ren.
- Ensure parents/carers are well informed about their child's learning and development needs and enable them to access appropriate services in relation to their needs.
- Develop links with other schools and services in the local area to ensure children are appropriately supported at transition.

Other Duties

- Undertake other duties which may be reasonably agreed with the Governing Body to ensure the smooth running of Ellergreen Nursery School and Childcare Centre.