



Peartree Way Nursery School

Location: Peartree Way Nursery School

Pay grade: Leadership 1-3

While the Headteacher and Deputy Headteacher in a UK Nursery school share the common goal of providing high quality education and care, their roles are distinct yet complementary. The Headteacher focuses on strategic leadership, policy development and overall school management while the Deputy Headteacher concentrates on operational management, staff supervision and supports the Headteacher's vision. Together they ensure that the Nursery school operates effectively and meets the needs of all its children.

Purpose of the role:

- To support the Headteacher in implementing the school's strategic vision and policies.
- Undertake the professional duties of Deputy Headteacher reasonably delegated by the Headteacher
- Undertake the professional duties of Headteacher in the event of their absence
- Meet the expectations set out in the Headteachers' and Teachers' Standards
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)

Aim:

- To ensure that the provision in Nursery is of the highest possible standard and that all statutory requirements are met
- To be responsible for the care and learning of all children

Responsibilities:

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher.

- Managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
- Assist the Headteacher with leadership and management of teaching and learning throughout the school
- Assist the Headteacher in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school
- Work closely with the Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils
- Be an active participant of the schools' senior leadership team
- Be willing to undertake the NPQ SENCo award

Teaching and Learning:

- Alongside the Headteacher. be responsible for the quality of the teaching and learning of all children
- Plan and teach well-structured lessons, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of all children



Peartree Way Nursery School

- Participate in arrangements for preparing pupils for the next stage of their education
- As Deputy Headteacher, work with the Headteacher to raise the standards of teaching, learning and attainment
- As Deputy Headteacher, lead a team through the school self-evaluation process
- Assist the Headteacher to develop whole staff and individuals to enhance performance

Whole-school organisation, strategy and development:

- Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all
- Demonstrate the vision and values of the school in everyday work and practice
- Assist the Headteacher in the ongoing review of standards of leadership, teaching, and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes
- Support the Headteacher with development plans which contribute positively to the achievement of the school improvement plan and which actively involves staff in its design and execution
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; as a Designated Safeguarding Lead.
- Promote the safety and wellbeing of all children
- Effectively maintain that our School Behaviour Policy is consistently applied across the nursery to ensure a positive and safe learning environment.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

Nursery Teacher role may also undertake some or all of the following:

- Escort and supervise children on educational out of nursery school activities
- Prepare and present displays
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence



Peartree Way Nursery School

N.B. The duties listed above are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

Safeguarding

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR); and report all concerns to an appropriate person.

Data Protection (GDPR)

To be aware of and comply with responsibilities under the Data Protection Act (1984) and General Data Protection Regulation (May 2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

Knowledge	Competencies
Degree and QTS	Communication (written and verbal)
Intermediate knowledge of ICT	Problem Solving
Working knowledge of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Paediatric First Aid	Drive
Knowledge of Data Protection and confidentiality	Monitoring
Understanding of the nursery ethos and values	Decision making
Ability to manage children in a nurturing way	Sensitivity
Understanding of statutory and non-statutory frameworks for the nursery curriculum	People management
Understanding of SEN code of practice and disabilities legislation	Adaptability
	Managing relationships
	Leadership
	Coaching

Staff members name: _____

Staff members signature: _____

SLT member's name: _____

SLT member's signature: _____

Date: _____

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.



Peartree Way Nursery School

*This role will be reviewed annually as part of the performance management process.
The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*