

#### The Lea Nursery School

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Head Teacher: Miss Nikki Elsmore-Cary

Chair of Governors: David MacIsaac

# **Job Description: Deputy Headteacher**

**Salary:** Leadership Pay Spine 2-7.

The Deputy Headteacher will be responsible to the Headteacher and Governing Body.

## **The Deputy Headteacher will:**

Play a major role under the overall direction of the headteacher in:

* Formulating the aims and objectives of the school;
* Establishing the policies through which they shall be achieved;
* Refining a system of assessing children’s learning in line with the Early Years Foundation Stage curriculum;
* The appraisal and development of staff by working closely with the headteacher;
* Managing staff and resources;
* Monitoring progress towards the agreed aims and objectives;
* Working with the headteacher on all aspects of school life and perform any such duties as the headteacher may reasonably require e.g. attending child protection conferences.
* Undertaking the professional duties of the headteacher in the event of her absence.

**School Teachers’ Pay and Conditions 2016**

**Deputy Headteacher’s Professional Responsibilities**

(Other relevant sections in the School Teachers’ Pay and Conditions document 2016)

**1. Knowledge and understanding**

1. Have a detailed knowledge of the Early Years’ Outcomes and share this knowledge with staff.
2. Understand progression, including Key Stage 1.

**2. Planning and setting expectations**

1. Develop a positive Nursery ethos and a high quality Early Years Foundation Stage Curriculum.
2. Identify clear teaching objectives and content appropriate to young children.
3. Provide appropriate curricular support for all children, including bilingual children, children with special educational needs, disadvantaged children and those of high ability.
4. Set appropriate and demanding expectations for children’s learning, building on their prior knowledge and experiences.

**3. Teaching and managing child learning**

1. Ensure effective teaching of small and large groups as well as individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
2. Use a variety of teaching methods that keep children engaged, including stimulating children’s curiosity.
3. Set high expectations for behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
4. Identify children who have Special Educational Needs and contribute to Individual Education Plans.

**4. Assessment and evaluation**

1. Assess how well learning objectives have been achieved and use this assessment to inform future planning.
2. Ensure that regular assessment of children’s needs takes place.
3. Complete Nursery administration such as home visits and individual child records.
4. Know and understand how to assess the areas of learning and development.
5. Make use of formative and summative assessment to secure children’s progress.
6. Use relevant data to monitor progress, set targets, and plan subsequent lessons.
7. Give children regular oral feedback and encourage children to respond to the feedback.
8. Report to the headteacher and governors on the progress made by different groups. (E.g. Boys, girls, SEN etc.)

**5. Relations with parents and wider community**

1. Work in partnership with parents and encourage parental support.
2. Make home visits with another member of staff.
3. Prepare and present informative reports to parents.
4. Recognise that learning takes place outside the School context and provide opportunities to develop children’s understanding by relating their learning to experiences in the home.
5. Liaise with outside agencies.

**6. Managing own performance and development**

1. Identify own professional development needs.
2. Participate in additional training as required.
3. Keep up to date with research and developments in pedagogy and in the teaching of young children.
4. Set a good example to children, staff, parents, students etc. through own personal presentation and conduct e.g. through efficient preparation, record keeping and punctuality.
5. Evaluate own teaching critically and use this to improve effectiveness.
6. Participate in arrangements made for threshold / performance management.

7. Managing and developing staff and other adults.

1. Establish effective working relationships with all Nursery staff and other professional colleagues.
2. Manage members of the Nursery staff including, where necessary, leading change.
3. Support professional development needs of Nursery staff.

**8. Managing resources**

1. Select and make good use of learning resources that enable teaching objectives to be met.
2. Ensure resources are of good quality and well displayed to enhance the Nursery curriculum.
3. Have an appreciation of the building, grounds and equipment, reporting or dealing with problems that occur and suggest and lead improvements to any part of the School.

**9. Other**

1. Be an active and supportive member of staff.
2. Be familiar with and follow the School’s policies and procedures, including fire and lockdown drills.
3. Help children with personal cleanliness and clear messes when a member of staff is not available.
4. Undertake certain domestic jobs within the Nursery if required, e.g. preparation of snacks, washing of equipment, kitchen duties (including washing of towels, aprons and dishes etc.)
5. Participate in and contribute in a positive way to the decision-making process within the School.
6. Work towards the advancement and development of the Nursery and the raising of educational standards for all children.
7. Retain confidentiality about all aspects of School life.
8. Be a First Aider.
9. Keep abreast of safeguarding legislation.
10. Undertake other duties related to the post as may be requested from time to time by the Headteacher.

### **Note**

The job description may be reviewed once a year. It may be amended at any time after consultation between the Headteacher and the Deputy headteacher.