



# PARKLANDS NURSERY SCHOOL

## Job Description

Job Title: Deputy Headteacher  
Salary + Grade: Leadership 1-3  
Responsible to: Executive Headteacher

### Purpose of the Post:

1. To deputise the school for the Executive Headteacher (who is based across 4 nursery schools) and be a member of the Senior Leadership Team, collaborating in the decision making and implementation of school policies and procedures
2. To be responsible for leading and managing the education and care and additional services the school provides so that they contribute towards improving outcomes for children and their families who live in the local community.

### Key Tasks:

1. To co-ordinate and develop the vision, values and principles of the school across the range of early childhood services, to ensure high quality education and care is available to all children and their parents.
2. To lead in the development of the curriculum for 2 – 5 year olds and ensure that parents are well informed about the curriculum and targets for improvement.
3. To provide and maintain high quality teaching and learning practice throughout the nursery to ensure all children receive the best possible learning opportunities and experiences.
4. To implement, monitor, evaluate, and review the curriculum through the line management of the nursery team in order to identify areas for improvement and set targets.
5. To monitor, evaluate, and track childrens' learning to ensure pupils make the necessary progress.
6. To line-manage the nursery team through individual and group support and supervision; and to undertake annual appraisals to set targets for their professional development.
7. To ensure that effective staff development and training programmes are put into place in order to achieve nursery objectives.
8. To be the teacher for Looked after Children, coordinating necessary documentation and attending meetings.
9. To observe colleagues at work in order to improve their practice and to inform future nursery school development.
10. To be the Designated Safeguarding Lead for child protection, ensuring staff understand how to safeguard children and when to report any cause for concern about a child's health or welfare.
11. To line manage the senior practitioner to plan, implement and review family support and provide sufficient reports of the impact on children's outcomes.

12. To be the named SENCO teacher for the school to co-ordinate, plan and review special education needs provision and provide sufficient reports of the impact on children's outcomes.
13. To lead on and undertake any delegated responsibility for drafting or reviewing new or existing school policies and procedures as required.
14. To work in collaboration with the Senior Family Worker to develop effective systems for managing, monitoring and evaluating children's development and safeguarding practice throughout the nursery and to ensure there is continuity of learning to improve outcomes for children.
15. To provide leadership in promoting parental involvement in children's learning and development, by developing staff knowledge and understanding to improve outcomes for their children.
16. To promote best early years practice in nursery by mentoring and supporting staff and other adults, and role modelling teaching and interacting with children and their parents.
17. To ensure high standards of work display and presentation are maintained within the school.
18. To ensure the school's equalities policy is promoted in a positive way and values individual identity, religion, culture, heritage and beliefs and that there are equal opportunities for all.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.

In the interests of effective working, these tasks may be reviewed from time to time to reflect changing circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

The post holder will be required to work 3 additional weeks – 1 during the Easter holidays and 2 during the summer period.