

Lydall's Nursery School, Didcot - Headteacher Job Description

Purpose of the post

The Headteacher will provide professional vision, leadership and strategic direction for the school to secure its success and continued improvement, ensuring high quality education so that each child achieves his or her full potential within a caring and stimulating environment.

The Headteacher will build on the existing strengths of the setting by implementing the school's aims and objectives in accordance with the policies of the Governing body, and local and national education strategy. This includes ensuring staff maintain high expectations of children, a focus on outcomes and high standards of professional practice.

The professional duties of the Headteacher are contained in the School Teacher's Pay and Conditions document and the key areas of Headship are contained in the DfE National Standards of Excellence for Headteachers.

Specific Responsibilities include the following:-

Ethos

- To create a whole learning and teaching ethos in which everybody feels valued and in which they can reach their full potential
- To maintain the Nursery School's distinctive 'learning through play' philosophy with an emphasis on creativity and creative expression.

Curriculum

- To ensure that the curriculum is regularly reviewed, evaluated and updated taking account of local and national initiatives, policies and statutes, in co-operation with colleagues, Governors and the LA;
- To have an overall co-ordination role for implementation of the EYFS.

Management



- In consultation with Governors and colleagues, to ensure that the School Improvement Plan is formulated and implemented, and that the school policies are instigated and updated as required.
- To provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils;
- To deploy, monitor and evaluate the available human, physical and financial resources according to the school's aims and objectives, and the School Improvement Plan in consultation with colleagues and Governors;
- To ensure the effective management of all health and safety matters in accordance with current policy.

Pupils

- To treat each child as a developing individual, to nurture strengths and to support individual needs to help each child reach their full potential;
- To ensure that the assessment and monitoring requirements of the EYFS and those of the School itself are carried out effectively and used to meet children's needs;
- To understand and provide for the whole range of pupils' needs and abilities, including pupils with Special Educational Needs and English as an additional language.

Staff

- To be responsible in conjunction with the Governors, for the appointment of teaching and non-teaching staff;
- To ensure levels of staff performance necessary to achieve the agreed aims and objectives of the school including; staff appraisal, regular advice on continuing professional and career development, appropriate training opportunities, non-contact time and others as may be determined by the Governors or through Conditions of Service;
- To nurture the staff team and continue the strong team work ethos of the school.

Teaching

- To have a teaching commitment, which may vary from time to time according to the needs of the school;
- To monitor classroom practice and be responsible for the evaluation and continued improvement of the overall quality of teaching in the school.

Parents, Governors and the Community

- To advise and assist the Governing Body in the fulfilment of its responsibilities, and to ensure that Governors and Parents have access to up-to-date information about the school and its curriculum;
- To develop and maintain positive home-school co-operation and links;
- To develop and maintain positive links with the local Community, and partnership organisations including other local schools, local day care providers and the LA;
- In consultation with Governors, to be responsible for the promotion of the nursery, to present a positive school image and nursery accessibility within the community.