



**Boston Nursery School
Head of School - Job Description**

Job Title	Head of School
Grade	Leadership Scale Points 2-6
Reports to	Executive Headteacher
Core Responsibilities	<p>To be responsible for the day to day running of the school</p> <p>To be the Designated Safeguarding Lead for the school</p> <p>To be the Designated Teacher for Looked After Children</p> <p>To be the SENDCo</p> <p>To be the main point of contact for parents</p> <p>To organise staffing across the nursery</p> <p>To promote staff well-being</p> <p>To teach in nursery as required (this could be cover or a regular teaching commitment depending on pupil numbers)</p> <p>To oversee health and safety in the Nursery</p> <p>To work with colleagues across the Nursery School Federation and support settings as part of our work with the wider early years sector as well as leading projects that become available</p>
Key Purpose of the job	<p>To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy.</p> <p>The HoS will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.</p>

Strategic Direction and Development of the School

- To assist the headteacher in shaping a vision and direction for the school and federation, setting out very high expectations and with a clear focus on pupil achievement and inclusion.
- To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan in agreement with the headteacher.
- To assist the headteacher in school self review and evaluation and in the effective planning and management of resources to secure improvements.
- Publicly supporting all decisions of the Headteacher and Governing Body.
- To work with the wider early years sector promoting excellence in early years based on outstanding practice and current research

Teaching and Learning

- Lead the school community in promoting positive attitudes to learning amongst pupils and staff.
- Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.

Leading and Managing Staff

- Oversee staffing on a day to day basis
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- To be an exemplar of all school policies and practices.
- To support the Headteacher to lead in Performance Management of all teaching and support staff.
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of a fully inclusive community school.

Deploying Staff and Resources

- Deploy people and resources efficiently and effectively e.g. staffing rotas and supply staff.
- To participate in recruitment and selection, as agreed by the headteacher.
- Mentor new members of staff, ECTS and Apprentices as required

Accountability

- Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Specific Responsibilities

- Responsible for the day to day running of the school
- Contribute to a positive ethos for learning.
- Ensure the Nursery School delivers an exciting, stimulating and creative curriculum that meets the needs of all of our children.
- Promote the values and achievements of the school to the community.
- Attend Governors meetings and report on items related to Boston Nursery School especially with regards curriculum and standards and areas of responsibility
- To be the Designated Safeguarding Lead for the school
- To be the Designated Teacher for Looked After Children
- To be the SENDCo
- Undertake such reasonable activities that the Headteacher and governors may from time to time require.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Ensure policies and handbooks are up to date alongside the Headteacher and Administrator

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.