

ROSEMARY LANE NURSERY SCHOOL

Assistant Head Teacher

Job Description

Salary scale : Leadership Pay Spine L1- L5

You are required to carry out the professional duties of a nursery teacher with Key Person responsibilities and in addition assist the HeadTeacher in the leadership and management of the total provision of the nursery school. The school delivers education for 2 / 3 and 4 year olds and the leadership role includes working with all ages.

Leading the team

* Lead the full staff team in the planning, delivery and evaluation of a high quality Early Years curriculum in accordance with the Early Years Foundation Stage Framework.
* Promote high standards of individual children’s achievement and ensure the development of a high quality enabling learning environment.
* Promote an ethos and learning climate which enables children to become strong, independent, confident learners.
* Lead the staff team in understanding, identifying and documenting children’s learning.
* Deliver high quality teaching which is appropriate to individual needs and learning styles.
* Support the team with assessment procedures to evaluate children’s learning.
* Provide support for new members of staff through induction programmes.
* Be responsible for the effective deployment of staff and resources within the nursery, supporting with identifying and ordering appropriate resources.
* Encourage the development of a diverse culture that offers equality for all.
* Produce, implement, monitor and review staff procedures and routines to ensure high standards of delivery for children.
* Support the team in their work with children with special educational needs through taking a lead role in: identification, planning, delivery and recording children’s learning.
* Support the team with the delivery of high standards of “Outreach” services for children with SEN in other settings.
* Promote positive links with parents and families, encouraging engagement in all areas of nursery life.

Leadership and management

* Share the responsibility for the education and welfare of all children within the school.
* To actively promote safeguarding policies and procedures both on the nursery site and on out of school visits.
* Work with the HeadTeacher to articulate and promote the ethos, vision and values of the school.
* Maintain the day to day running of the nursery in the absence of the HeadTeacher.
* Maintain and develop the role of the nursery within the community.
* Maintain and develop the partnerships with parents and extended families.
* Take a SENCO role within the nursery.
* Assist the HeadTeacher in:

1. Identification of relevant school improvement issues.
2. The production and implementation of the School Development Plan.
3. School Self Evaluation systems.
4. Identification and delivery of staff training and development needs.
5. Delivery of a high quality appropriate Early Years curriculum.

* Take a leadership role under the direction of the HeadTeacher in the development of the aims and objectives of the school through: identification of policies and procedures, managing staff and resources and monitoring and evaluating progress.
* Undertake any professional duties reasonably delegated to you by the HeadTeacher.