**PARTNERSHIPS AND INTEGRATED WORKING**

* Maintain and build on the established role of the school within the community
* Encourage, maintain and further develop partnerships with parents, partners, local businesses and the wider community
* Encourage and nurture strong transitions and cross-phase liaison
* Take a lead role in facilitating integrated partnership working within Wingate Centre for Children and families
* To work in close cooperation with Wingate Community Childcare, our onsite childcare organisation
* Actively participate in the work of the Wingate Training Base in order to disseminate Early Years Practice

(PLEASE PRINT DOCUMENT ‘BACK TO BACK’ AND FOLD INTO A5 BOOKLET)

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**Wingate Community Nursery School**

Job Description

Deputy Headteacher

You are required to carry out the professional duties of a

nursery teacher, and in addition;

Salary Scale: Leadership Pay Spine L1 - L5

DURHAM COUNTY COUNCIL EDUCATION DEPARTMENT

**LEADING AND MANAGING THE ORGANISATION**

* 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
* managing staff and resources to that end
* monitoring progress towards achievement
* Undertake any professional duties of the Headteacher reasonably delegated to you by the Headteacher
* Deputise for the Headteacher in her absence
* Work with the Headteacher to articulate and promote the vision and values of the school, ensuring that professional practice is of the highest standard
* Maintain the day to day running of the Nursery in the absence of the Headteacher
* Assist the Headteacher in;
* the identification of relevant school improvement issues
* the production and implementation of the School Development Plan
* the process of School Self Evaluation
* ensuring the school achieves good value for money in all aspects
* a commitment to safer recruitment procedures
* the identification and delivery of training and development needs of the whole school staff
* To ensure safeguarding procedures and the health and safety of the children and adults, both on the school premises and when involved in out of school activities are understood, implemented and monitored
* Share the responsibility for the education and welfare of all the children within the school and ensure our commitment to equality and diversity is understood by all employees
* Actively participate in the work we do to disseminate Early Years Practice

**LEADING THE TEAM; LEARNING AND TEACHING**

* Lead the staff team in the provision and planning of a relevant curriculum in accordance with the Early Years Foundation Stage Framework, that is closely linked to children’s needs, interests and learning styles and allows us to continuously evaluate teaching and learning
* Promote an ethos and learning climate which enables children to become strong, independent, confident learners
* Share responsibility for the identification, individual programme planning, delivery, monitoring and recording for children with special educational needs
* Promote high standards of individual child and school achievement and ensure the development of an inspirational and enabling learning environment
* Lead the staff team in understanding, identifying and documenting children’s learning, ensuring workload allocation and management of the system is fair and reasonable
* Be responsible for the effective deployment of staff and other resources within the school, including the identification and ordering of educational resources, according to the Principles of Best Value
* Provide support for new members of staff, including the production and implementation of appropriate induction programmes
* Monitor and evaluate standards of individual and team performance to ensure the school maintains the highest quality
* Establish and manage team communication to ensure that the school’s policies, procedures, statements and objectives are effective
* Take responsibility for a particular group of children in each session as their Key Person, as determined by the Headteacher