**Lea Nursery School**

**Headteacher – Job Description**

***Purpose:***

The headteacher will be responsible for the internal organisation, management and control of the school.

The headteacher will provide the vision and leadership to ensure a high quality, engaging and fulfilling

education for all pupils across all stages of the Early Years Foundation Stage.

***Accountable to:***

The governors of the school and Slough Borough Council Local Authority (Director of Children’s Services).

***Responsible for:***

Leadership of all teaching, support staff and the education of all pupils. Strategic operating, management and running of the school.

***Key duties:***

The headteacher will carry out their professional duties in accordance with and subject to the provisions of

the ‘School Teachers’ Pay and Conditions Document’ and the ‘National Standards of Excellence for

Headteachers’.

1. **Shape the future** 
   1. Work closely with the governing body to develop a relevant and effective school vision and strategic plan. Ensure that the school strategic plan is clearly articulated, shared, understood and acted upon effectively by all.
   2. Work within the school community to translate the strategy into agreed objectives and operational plans that will promote and sustain continual school improvement and a sense of team ownership.
   3. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and the community at large.
   4. Ensure creativity, innovation and the appropriate use of new technologies and initiatives to achieve excellence.
   5. Ensure that a school development plan based on robust self-evaluation is in place, is delivered and impacts on school improvement.
   6. Provide vision and direction to secure effective teaching, successful learning achievement by pupils and sustained improvement in their social, moral, cultural, spiritual and physical development to prepare them for the opportunities, responsibilities and experiences for later life.
2. **Teaching & Learning** 
   1. Establish creative and effective teaching practices across the nursery school.
   2. Ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and to maintain a record of self-evaluation and areas for improvement.
   3. Ensure a consistent and continuous school-wide focus on tracking and monitoring pupil progress is accurate and ensure pupil performance information is used regularly and effectively to inform planning and to monitor the progress and attainment in every child’s learning.
   4. Ensure that pupils receive an effective and appropriate education according to their individual needs and abilities.
   5. Ensure by working with the deputy headteacher that the nursery continues to provide a diverse, creative and flexible curriculum.
   6. Maintain a ‘challenge and support’ learning culture where all pupils can achieve success and become engaged in their own learning.
   7. Demonstrate and articulate high expectations and set challenging targets for the whole school community.
   8. Implement strategies that secure high standards of behaviour and attendance.
3. **Managing the school** 
   1. Manage and enhance an organisational structure that enables the management systems, structures and processes to work effectively.
   2. Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
   3. Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and aims of the school.
   4. Carry out successful performance management processes for all staff and ensure effective links between the appraisal process and pay progression.
   5. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations (includes liaising with the office manager who has building health and safety responsibilities).
   6. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
   7. Manage the school’s financial and human resources in keeping with Schools Financial Value Standard (SFVS) in order to ensure effectiveness and efficiency in achieving the school’s educational goals and priorities.
   8. Manage the school budget by working closely with the school’s office manager (who is responsible for Finance and Health and Safety systems being in place, monitored and managed) and ensure they meet and addresses the priorities within the school development plan.
4. **Promote and safeguard the welfare of children and young people.** 
   1. Take lead responsibility for safeguarding and promoting the welfare of children by creating an organisational culture, which is vigilant to, monitors and prioritises the safeguarding of children above all considerations. Ensure current good practice is sustained and continues to evolve to remain up to date.
5. **Support community outreach** 
   1. Maintain a school culture and curriculum that takes account of the diversity of the school’s communities and in line with the ethos of the school.
   2. Collaborate with other agencies to protect children and provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
   3. Create a wholly inclusive environment where all children regardless of physical, learning or any other challenges are welcomed and supported appropriately.
   4. Establish an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.
   5. Seek opportunities to invite parents and carers, community leaders, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
   6. Contribute to the development of the local education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
   7. Co-operate and work with relevant agencies in line with Keeping Children Safe in Education

***This Job Description will be reviewed on an annual basis as part of the headteacher’s appraisal and may be subject to amendment or modification at any time after consultation with the post holder.***