



East Prescot Road Nursery School

JOB DESCRIPTION:

Assistant Headteacher – Curriculum and Inclusion

POST TITLE: Assistant Headteacher with responsibility for Curriculum and Inclusion

RESPONSIBLE TO: The Headteacher

SALARY: Leadership Scale L1 – L5 (£51,773 – £57,137)

- The post is full-time and permanent.
- The postholder will be a key member of the school's Senior Leadership Team
- The postholder will have teaching responsibilities for a class of children.

JOB PURPOSE:

- To provide insightful operational leadership across our Maintained Nursery School
- To lead curriculum planning meetings and monitor delivery to ensure consistency of curriculum entitlement and quality of provision across all classes
- To ensure that safeguarding, attendance, inclusion and teaching and learning meet the diverse needs of our children
- To make a significant contribution to the strategic direction and further development of the school as a member of the Senior Leadership Team
- To act as the first point of contact and support for all classroom-based staff across the school
- To be responsible for a class of children, fulfilling the role and duties of a classroom teacher and all aspects of the Teachers' Standards
- To lead the school's SEND agenda, having had prior experience of the SENDCO role or be willing to undertake this role in the future
- To discharge the duties of Designated Safeguarding Lead (DSL), having had prior experience of working as a DSL or Deputy DSL
- To perform the role of Early Career Teacher (ECT) Mentor and provide support and mentorship for student teachers, apprenticeships and work experience placements.

The successful candidate will:

- ✓ Have a demonstrable track record as an exceptional early years' classroom practitioner and as an inspiring leader of early years colleagues
- ✓ Model excellence and enjoyment in classroom practice, showcasing the very best of Early Years provision as a classroom teacher
- ✓ Actively model the school's core values of *'Friendship and Trust'*
- ✓ Lead on whole-school initiatives and the school's continuing professional development strategy
- ✓ Design, implement and lead an inspiring curriculum that meets the needs of all children
- ✓ Provide inspirational, professional and developmentally supportive leadership

- ✓ Lead our staff team of Class Teachers and Early Years Educators to secure continuous improvement, fulfilling the school's mission statement and striving for the school's vision
- ✓ Hold staff accountable for exceptional performance through appraisal and day-to-day leadership
- ✓ Further develop the schools' ambitious curriculum, with a particular drive on the leadership of Science, Technology, Engineering and Mathematics (STEM) and outdoor learning
- ✓ Lead the school's approach to teaching, learning and assessment, ensuring excellent curricular outcomes and personal development for all children.

MAIN RESPONSIBILITIES AND DUTIES

Curriculum Leadership and Development

- Fulfil all elements of the Teachers' Standards and expectations of class teachers within the school
- Lead, motivate and inspire a team of teaching and support staff within their own classroom and provide professional support, guidance and leadership for staff across school
- Lead by example and model high expectations which inspire and motivate colleagues
- Lead training to develop the professional practice of others at a whole-school level
- Lead the development, resourcing and implementation of a high-quality, progressive EYFS curriculum that meets the needs of all children, including EAL and SEND pupils
- Ensure curriculum delivery embeds innovative, creative, and inclusive pedagogical approaches, securely rooted in evidence and research
- Lead, manage and implement the school's curriculum delivery plan to secure school improvement
- Collaborate with Senior Leadership Team (SLT) to align the curriculum and pedagogical approaches with whole-school improvement plans
- Use assessment effectively to monitor and evaluate children's progress, identify areas for improvement and targeted support
- Monitor and evaluate the quality of teaching and learning and classroom provision to ensure that all staff are consistently meeting the school's high expectations to secure excellent outcomes for pupils
- Work with other settings to manage effective transition for pupils entering the school and transitioning to primary schools.

Teaching and Learning

- Implement agreed school policies, practices and guidelines
- Lead whole phase planning meetings and ensure implementation, monitoring effectiveness and impact
- Plan appropriately to meet the diverse needs of all children, taking into account children's starting points
- Teach and model exceptional lessons that motivate and inspire children, equipping them with the knowledge and skills needed to achieve at the highest levels
- Plan and deliver an enabling learning environment, both indoors and outdoors that inspires children every single day so that they belong and thrive
- Be accountable for children's achievement and progress in your own class and across the school
- Monitor children's progress, keeping purposeful records and evaluating attainment
- Understand the needs of all children, including those with additional needs and implemented target support and scaffolding as appropriate

- Lead, organise and direct support staff within your own classroom and across school.

Safeguarding/Health and Safety

- Ensure staff adhere to the school's safeguarding policies and procedures in line with statutory guidance such as Keeping Children Safe in Education (KCSIE)
- Lead and maintain a safe, secure, and supportive environment where children and staff feel protected and wellbeing is prioritised
- Contribute to safeguarding training to maintain a culture of safety and vigilance
- Promote the safeguarding and welfare of all children and families in line with statutory guidance and school policies
- Be responsible for the day-to-day health and safety, welfare and safety of children and staff
- Regularly monitor and evaluate the safety of the physical environment, equipment and resources
- Ensure staff are trained to adhere to the school's suite of policies relating to health and safety and welfare.

Developing Leadership Capacity

- Work closely with the Headteacher to promote a culture of learning and personal achievement across the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the school's vision and values
- Promote the highest standards of behaviour, conduct and attitudes to learning
- Be a highly visible presence within the school and model expectations and standards to staff, parents and children
- Make a significant and sustained contribution to the leadership of the school's monitoring and self-evaluation processes, including lesson observations, learning walks, progress review meetings, environmental audits and professional learning logs
- Take a lead role in ensuring that school is thoroughly well prepared for external reviews and inspection.

Leading on the Professional Development of other practitioners

- Use evidence-informed approaches to support the professional development of staff and ongoing evaluation and improvement of provision
- As operational lead, implement whole-staff training to support the school's focus on exceptionally high-quality teaching and learning
- Supervise and support teaching and support staff, providing clear guidance and feedback to enhance professional practice
- Provide mentoring and coaching for staff, trainees and apprentices in line with the Early Career Framework (ECF) and other professional frameworks
- Identify professional development needs and coordinate relevant training
- Keep up to date with educational developments, research and evidence-informed approaches and initiatives, both locally and nationally
- Support the school's role as Strategic Partner of the Early Years Stronger Practice Hub by leading on action research projects, authoring professional articles and coordinating network events.

Working with parents and the wider community

- Develop strong, positive relationships with parents and carers, fostering effective communication and engagement in children's learning and development
- Support children and families with their induction into our school and transitions to primary schools
- Be proactive in communicating with the local community, identifying opportunities to extend the curriculum to enhance teaching and learning and children's cultural capital
- Lead on parental workshops and parental involvement activities that support the home learning environment
- Develop outreach opportunities that support local families and support younger siblings.

Managing Resources

- Manage allocated curriculum budgets in accordance with development plans
- Monitor, evaluate and review the range, quality and quantity of resources to support delivery of a highly effective curriculum, ensuring value for money and sustainability.

Other Responsibilities and Duties:

- Undertake any other duties commensurate with the post, as determined by the Headteacher
- Always act within, the statutory frameworks which set out their professional duties and responsibilities
- Ensure that provision is compliant with all aspects of the Early Years Foundation Stage.

Professional Conduct

- Demonstrate consistently and exceptionally high standards of personal and professional conduct
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality
- At all times, rigorously uphold and demonstrate the school's values and Teachers' Standards.

Professional Development

The Assistant Headteacher will have access to a range of bespoke professional development opportunities, including leadership training, curriculum development workshops, and safeguarding updates. The school supports reflective practice and encourages the Assistant Headteacher to engage in ongoing learning to enhance their leadership skills and pedagogical expertise, thereby contributing to the school's mission to provide an exceptional education for all children.