

 Golborne and Maxilla Nursery Schools

**Deputy Head teacher** Job Description

**Post: Deputy Head Teacher GRADE: L1 – L5**

**RESPONSIBLE TO: Head teacher**

**PURPOSE OF THE POST**

To demonstrate good practice and effective leadership, by creating and maintaining an environment which promotes children’s development, learning and emotional wellbeing.

To be a member of the Senior Management Team with specific responsibility for learning and teaching and data management in the Nursery Schools. To develop the schools vision and policy, to make strategic evaluations of learning and teaching. To work as part of the Senior Management Team on aspects of school improvement as appropriate.

**DUTIES**

**Learning and teaching**

* To be an exemplary teacher. To plan, implement, monitor and develop an effective, broad and balancedcurriculum drawn from the principles of the Early Years Foundation Stage.
* To promote quality teaching and learning and a model of effective practice for other staff in teaching, classroom management and assessment.
* To take the lead in the area of Communication, language and literacy which includes language acquisition for children whose heritage tongue is not English
* To plan for children to feel safe, secure and well cared for in the nursery.
* To use records of progress to inform planning of activities which meet children’s needs and maximise learning for all groups of including those with multiple indicators of need.
* Ensuring Key person and practitioners work in partnership for continuity of development and learning, including keeping up to date with developments in integrated Early Years education.

**Leadership and Management**

* To motivate staff and to create the conditions in which they can work

 effectively in the context of the principles and values of the Nurseries.

* To help staff develop their practice in supporting children’s development and learning through informal help and guidance, training and development, and through the use of regular appraisals and performance reviews.
* To support and collaborate with colleagues across nursery school and two year old provision
* To manage effective meetings in which all staff are able to make a contribution, in which decisions and actions are clearly agreed, and which promote children’s learning and wellbeing.
* To maintain and monitor effective process for planning, assessment for learning, and evaluation of the curriculum, involving staff and parents.
* To identify children who may have additional needs, to promote their development and learning through provision of extra support and making other adaptations to the curriculum and resourcing as appropriate, liaise with parents and with other professionals, and monitor progress.
* To promote Equal Opportunities and Inclusion and demonstrate this in practice.
* To promote the safeguarding of children.
* To support the Head Teacher in school self-review procedures, including the writing of reports for the governing body and attending governing body meetings in an advisory capacity when appropriate.
* To play an active part in the Senior Management Team and to promote the Nurseries aims in the community
* To undertake the duties of the School Assessment Manager – inputting and extracting data from SIMS in order to track pupil progress
* To undertake tasks and projects as delegated by the Head teacher and to see them through to fruition
* To deputise in the absence of the Head Teacher
* To deputise in the role of designated person responsible for Child Protection and Safeguarding