

Oxhey Early Years Centre



Welcoming | Involving | Evolving

Head of Centre Application Pack



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About Us

Oxhey Early Years Centre is a unique Outstanding setting that houses three complementary children's services: our Nursery School; our charitable Daycare company and a Children's Centre.

We offer all day, all year round integrated childcare and early years education for children from 22 months to school entry.

Our Nursery School and Daycare have been assessed as Outstanding by Ofsted in their reports in 2009, 2012, 2014 and 2016.

We operate from a purpose designed building that is child centred, and where a happy, safe learning experience is at the heart of everything that we do. All of our activities, experiences, teaching, play and routines are planned around the Early Years Foundation Stage framework.

We have an absolute commitment to safeguarding and the welfare of children and we give the highest priority to following the guidance and regulations in this area. All of our staff and volunteers are rigorously checked and vetted to ensure they are appropriate for our child centred environment.

We are now seeking to appoint an outstanding Head of Centre to define and lead our Centre into the next stage of its successful development. If you have the skills, drive, energy and vision to be that Head we would be delighted to hear from you.





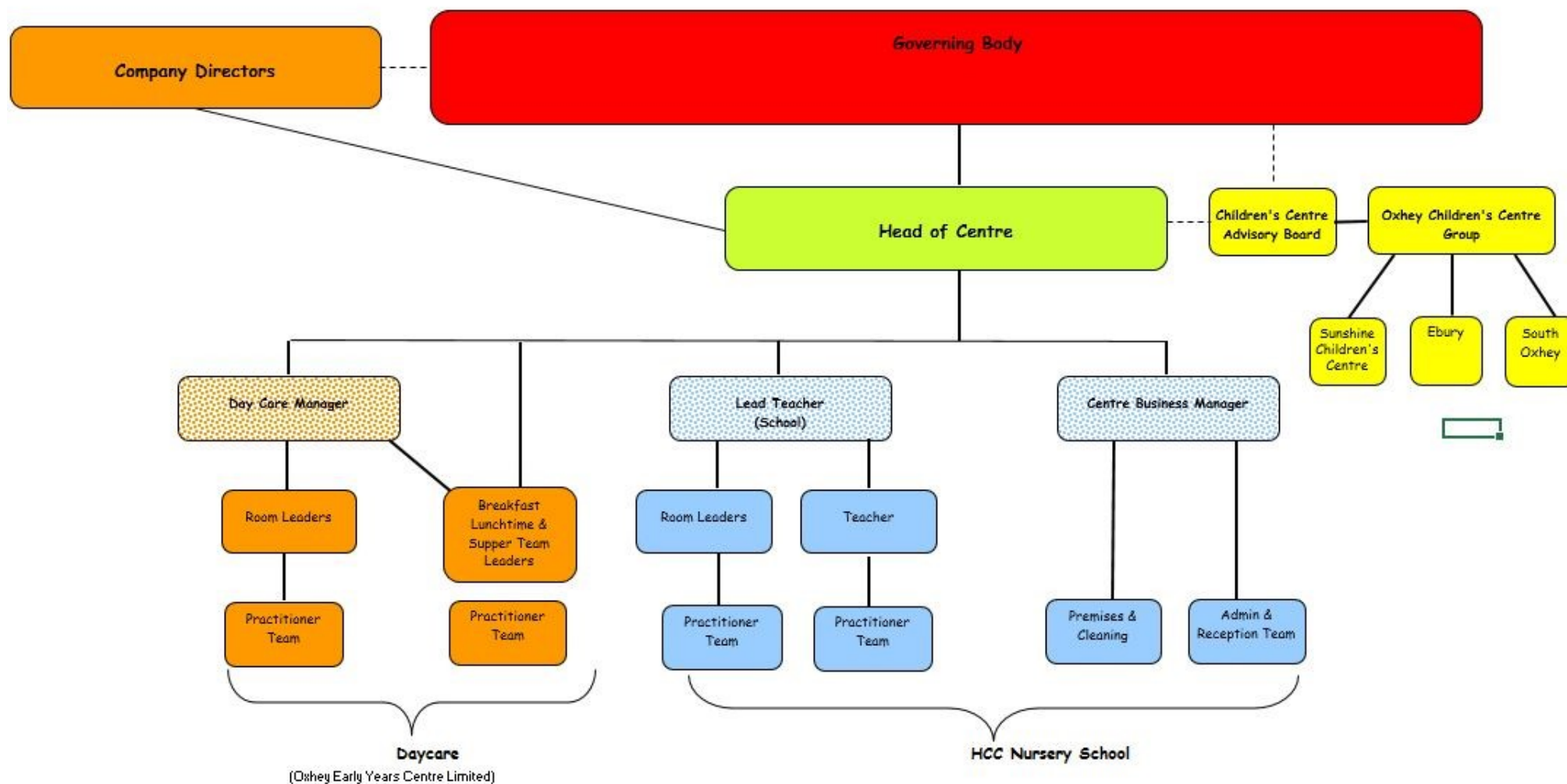
Oxhey Early Years Centre

Integrated Provision

Nursery School | Day Care



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What our parents say



"I like the way there are lots of suggestions of ways we can support the children at home through play and in the way we communicate with them."



"My daughter loves coming to school. The staff are warm and welcoming. They have helped her grow into a confident young individual."

"The nursery has a brilliant system in place for welcoming a new child...It is a very warm and welcoming place."

"OEYC seems to get all the important things right."



We listen using our eyes and our ears when someone is talking to us
We talk quietly to our friends and we don't shout
We are kind to each other and say kind words
We remember to hang our coats up
We take care of our toys and books
We walk when we are inside
We share our toys





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What Ofsted said (December 2016)



“The nursery provides a wonderful place for children to play, develop and make new friends. A highly stimulating environment provides excellent opportunities for children to learn across all areas of learning, both indoors and outside.”



“The excellent relationships help to ensure that children enjoy school and do not have to worry about their well-being. Staff also ensure that children understand how and when to take measured risks. They do not shy away from giving children opportunities to do this in their play and learning.”



“Children’s conduct and behaviour is exceptionally good. Children listen attentively, and are sensitive and respectful towards each other and the adults who teach them.”



To download a copy of our latest Ofsted Report (December 2016) please click on the following link -
<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117077>



Job Description

JOB TITLE: Head of Centre, Oxhey Early Years Centre

RESPONSIBLE TO: The Governing Body of the Centre

RESPONSIBLE FOR: Teaching staff, practitioners, nursery nurses, support staff, administrative staff and maintenance staff

SALARY RANGE: L12 to L18 (DfE)

The job description incorporates the National Standards of Excellence for Headteachers 2015.

MAIN DUTIES & RESPONSIBILITIES

To provide strategic leadership for the school that secures its success and improvement, ensuring high quality education and advancement for all its pupils and good standards of learning, achievement and behaviour.

To fulfil the full range of statutory duties and responsibilities of a Headteacher (as set out in the School Teachers' Pay and Conditions documents, as amended) and such duties as may be required and are commensurate with the role as deemed by the Governing Body.

To share, maintain, uphold and fulfil the Centre's commitment to safeguarding and promoting the welfare of children.

LEADERSHIP

Lead with confidence and purpose, building on the outstanding track record of the Centre. Exemplify a high standard of professionalism leading by example and by inclusive management. Ensure that the Centre has a vision that is clearly articulated, shared, and acted upon by all.

Act as a director and report to the board of OEYC Limited (the daycare providing arm of the Centre).

Operate an effective and regular cycle of strategic planning that takes account of diversity, values and experience of all stakeholders and the community at large.

Create an ethos in which all staff are motivated and supported to fulfill their duties and to support others.

Maintain awareness of, and respond to, political economic and social changes that impact on the Centre.



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Job Description

TEACHING AND LEARNING

Ensure outstanding teaching provision and learning outcomes for all children.

Provide inspiration and leadership to all staff in order to cultivate high standards of learning throughout the Centre.

Ensure that learning is at the heart of strategic planning and resource management.

Demonstrate and articulate high expectations and an ethos of support to enable the children and the Centre to meet targets.

Maintain and develop strategies that encourage high standards of behaviour and attendance.

Work with leadership and teaching staff to organise and develop a flexible curriculum and effective assessment framework.

ORGANISATION AND MANAGEMENT

Operate an organisational structure that reflects the Centre's vision and values, and enables the management systems and structures to work well within legal requirements.

Produce and implement clear, evidence based improvement plans for the development of the Centre.

Manage the Centre's financial and human resources efficiently in order to achieve agreed educational goals.

Operate systematic performance management processes for all staff to enhance and develop them to the fullest potential.

Recruit, retain and deploy staff appropriately and manage workloads to achieve the Centre's vision and goals.

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to provide best value for money and improve the performance of the Centre.

Integrate and use a range of technologies to efficiently manage the Centre.

Regularly review own practice, set personal targets and take responsibility for own personal development.



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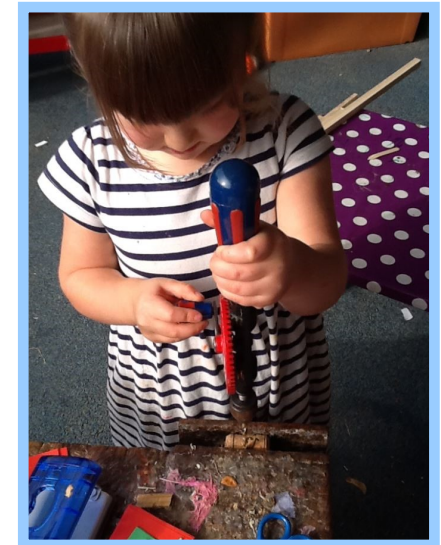
Job Description

ACCOUNTABILITY

Work with the Governing Body and directors, providing information, reports, and advice as necessary.

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.

Develop and present an accurate and understandable account of the Centre's performance to a range of audiences including governors, directors, parents and carers.





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Person Specification

A = Application I = Interview R = References

Evidenced from

QUALIFICATIONS

Qualified Teacher Status	A
Early Years Specialism	A
NPQH or similar postgraduate qualification	A

EXPERIENCE

The candidate should have had:

Successful experience as a Headteacher - which could include in an acting role (Desirable)	A
Leadership and management experience in an Early Years setting (Essential)	A, I
Active involvement in school self evaluation and development	A
Success in managing staff effectively in meeting pupil needs	A, I
An understanding of strategic and financial planning	A, I
Training and demonstrable awareness relating to Safeguarding (including recruitment)	A, I, R
Experience of working with governors and an understanding of their roles and responsibilities	A
Recent professional development relevant to leadership role	A



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Person Specification Continued

PERSONAL QUALITIES

<i>The candidate should be able to show:</i>	
The ability to empathise and engage with young children	I, R
Enthusiasm commitment and integrity	R
Strong communication skills and open manner	A, I, R
The ability to work under pressure	A, I, R
Creativity and imagination in planning and problem solving	A

SHAPING THE FUTURE

The candidate should have:	
The ability to build and communicate a coherent vision	A, R
The ability to think strategically and identify new opportunities	A, I
Knowledge of raising achievement and attaining excellence	A
An understanding of curriculum development and learning process	A
Confidence to maintain an environment that promotes positive attainment and good behaviour	A,



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Person Specification Continued

LEARNING AND TEACHING

<i>The candidate would be expected to:</i>	
Secure high standards and good progress for all children	A
Secure good quality teaching for all children including those with SEND or vulnerabilities	A
Ensure delivery of a rich and stimulating Early Years curriculum	A
Be able to access, analyse and interpret information	A, I
Acknowledge excellence and challenge poor performance	A, I

ORGANISATIONAL MANAGEMENT

<i>The candidate should be:</i>	
A confident and persuasive leader, with empathy for staff and others	A, I, R
Able to develop and maintain a culture of high expectations for all	A, R
Skilled in providing consistent constructive and rigorous performance management	A
Equipped to manage the Centre and its finances efficiently and effectively	A, I
Adept at delegating management tasks and monitoring outcomes	A, I
Able to promote and manage a culture of good attendance for all	A
Competent at undertaking effective and robust organisational self evaluation	A
Capable of ensuring inclusive practices and securing equal opportunities	A
Able to ensure the safety of all members of the Centre community	A



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Person Specification Continued

ACCOUNTABILITY

The candidate should display a knowledge of:

Using performance data and other evidence to improve aspects of the Centre

I

Engaging parents, staff and stakeholders in self evaluation

A

Combining internal and external reviews to develop excellence in the Centre

A





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Important Information

We warmly invite applicants to visit our welcoming Early Years Centre. Please telephone 01923 330300 and ask to speak to Donna Ellis, Centre Business Manager, to arrange this.

Please ensure that when writing your personal statement within the application form, you detail how your knowledge, skills and experience, or any other factors, relates to the criteria listed on the person specification and job description. This section is very important and enables you to demonstrate any successes or impact evidence you have to support your application.

Your application form and covering letter should be submitted by 9.00 am on Friday March 2nd either via Teachinherts.com or by emailing leadership.recruitment@hertsforlearning.co.uk

If you are selected for interview you will be asked to perform certain tasks as part of the interview and assessment process. This information will be provided within the confirmation of interview. Following the interviews, the selection panel will make a recommendation to the School's Governing Body regarding the candidate who should be offered the appointment. All candidates will be advised of the outcome as soon as possible after their interview.

If the selection panel or the Governing Body decides it is not appropriate to appoint from the candidates shortlisted and interviewed, applicants will be notified accordingly and the post will be re-advertised.

Please pay particular attention to the following important information :

Closing date: 9am Friday 2nd March

Interview dates: Thursday 15th March or Friday 16th March

Starting date: 1st September 2018

Salary range: L12- L18

Oxhey Early Years Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check, including the barred list, as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2016).