**The Role – Federation Deputy Headteacher**

**Key Responsibilities**

* Along with the Executive Headteacher (EHT), take full operational leadership of a nursery and the combined provision in 2019
* Act as part of the primary leadership team and carry the responsibilities and expectations of a senior leader in a high performing early years setting
* Role model excellent teaching in EYFS
* Create, maintain and foster excellent relationships with parents which define the long term and all-through relationships we will have with our families
* Manage induction of all new pupils into EYFS
* Lead and manage the nursery staff holding them to a high standard
* From appointment play an active role in the planning of resources, to create a high quality setting in the years to come
* Leading and managing assessment at the nursery and being able to prepare data reports and other information for different purposes
* Lead on key improvements related to raising standards, learning and teaching and outcomes for children

**Leadership of the nursery**

* Demonstrate and ensure in the team that there is detailed and thorough knowledge of the Early Years Curriculum, including detailed knowledge of Early Years Assessment procedures and guidance
* Provide strategic leadership of EYFS ensuring there is a robust SEF and development plan in place, including appropriate analysis of EYFS data and pupil outcomes
* Plan and deliver trips, events and parent workshops
* Help keep systems organised, up-to-date and user friendly for all federation wide staff, ensuring consistency

**As part of the senior leadership team**

* Play an active part in the planning and delivery of whole school improvement
* Perform leadership duties including monitoring and evaluation, strategic planning, and duties
* Leading by example, having high expectations of yourself, embracing and personally demonstrating the federation’s ethos, vision and values, and expecting the same of all staff and pupils.

**Teaching and Learning**

* Meticulously plan and teach engaging and challenging lessons that pave the way for success in school and life
* Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons and activities
* Set and maintain expectations of room organisation and displays
* Complete all reporting on time
* Closely monitor progress and attainment of their pupils and use it to inform their teaching
* Provide content for, and where necessary deliver high quality pupil interventions with SENDCO
* Organise and participate in exciting and motivating trips and events

**Character and culture**

* Through observation and feedback, mentor teachers and early years educators to ensure excellent positive culture in all lessons
* Analyse behaviour and attendance data to identify trends and act to address any issues
* Be held to account on attendance levels and hold class teachers and EYE’s to account to ensure attendance and punctuality are maximised
* Address misbehaviour by pupils with appropriate consequences and parent meetings
* Model precise and consistent use of systems and routines to all staff
* Ensure a consistent approach to managing pupil behaviour which aligns with the Federation’s behaviour policy
* Keep records of all serious behaviour incidents
* Drive excellent culture and organisation to ensure the effective running of the school day including communal times (e.g. lunch, break)

**Leadership of staff**

* Line manage staff in the nursery team, including performing all leadership and line management tasks and processes
* Provide feedback to teachers and education support staff that is supportive and leads to their rapid and sustained development
* Act as a role model in terms of professionalism and positivity in the staff body

**Relationship management with parents**

* Maintain regular and productive communication with parents about their child’s progress, behaviour and development, including attending after school parent meetings as required
* Be held to account on attendance of parents to meetings/workshops
* Be a figurehead of communication and trust with parents
* Pro-actively share positive news about the pupils and the school with parents
* Seek out and act on feedback from parents
* Ensure parents are happy about and aware of how their child is doing in school

**Other**

* Perform additional duties and tasks required for the effective operation of the school, including: attending home visits, eating lunch with pupils, break supervision and other duties
* Undertake other various responsibilities as directed by the EHT and to deputise for the EHT in his absence

**Person Specification: Federation Deputy Headteacher**

**Qualification criteria**

* Qualified to degree level and above
* Qualified to teach in the UK
* Right to work in the UK

**Experience**

* Experience of playing a leadership role in primary school or EYFS
* Experience of teaching in EYFS
* Evidence of continually improving the teaching and learning through coaching of staff

**Skills and attributes**

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:

Leadership

* Effective team worker and leader
* High expectations for accountability and consistency
* Vision aligned with QP EY Federation - high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every child
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all pupils.

**Teaching and Learning**

* Excellent classroom practitioner
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
* Has excellent communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice

**Alignment with QP EY Federation vision**

* Totally aligned to the value, purpose and principles of nursery education
* Relentless drive to do whatever it takes to ensure all pupils succeed
* The belief that with the right environment more than 95% of our pupils are able to excel in a creative early years environment
* The courage and conviction to make a positive impact and difference

**Communication skills**

* The ability to listen and communicate effectively
* Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups
* The ability to influence and motivate others

**Problem solving**

* Identify, analyse and resolve problems and issues
* Develop plans with concrete outcomes and effective solutions
* Evaluate results and identify necessary actions
* Make fact-based decisions
* Innovative idea creator

**Resilience**

* Sustain energy, optimism and motivation in the face of pressure and setbacks
* Stay calm in difficult situations and maintain clarity of vision
* Be adaptable in the face of adversity

**Results and learning orientation**

* Awareness of own strengths and limits
* Commitment to ongoing improvement and learning
* A passion for Early Years education
* Focus on achieving challenging goals and results
* Resourcefulness and flexibility in delivering outcome and by rising to challenges