



Headteacher Recruitment Pack





Thank you for your interest in this vacancy.

- Are you able to build strong and trusting relationships with families to support children's all round learning and development?
- Do you value each child as an individual with their own unique experiences and personalities, tailoring strategies to their specific needs and interests?
- Are you passionate about Early Years and creating an environment which provides children with opportunities to explore, create, reflect and achieve?
- Can you create an inclusive environment where all children can thrive and flourish?
- Are you motivated by building upon and further developing outstanding practice and provision across a vibrant Nursery school?

Our long standing Headteacher will be retiring at the end of this academic year so if this sounds like you then we are keen to hear how you meet our person specification and to learn more about your experiences. Please prepare a letter of application, no more than two sides of A4 when typed, providing evidence of impact, structured with the following headings: Shaping the Future; Leading Learning and Teaching; Developing Self and Working with Others; and Managing the Organisation and Accountability.

Please let me know if you need any support to enable you to participate in the recruitment process.

We are very proud of our purpose-built nursery space, and especially our outdoor provision, so would be delighted to welcome you to visit our Nursery in a COVID-secure way. Please do contact the school office to arrange an appointment.

Please send your completed application form and supporting letter, quoting ref 16370, to: HRSchoolAdverts@westsussex.gov.uk. Due to COVID restrictions all applications should be submitted electronically.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.

References, one of which should be your Chair of Governors/Headteacher, may be sought as soon as applications are received. All applications will, of course, be treated with the strictest confidence.

I look forward to receiving your application.

Yours sincerely,

Damon Hughes
Chair of Governors



Welcome to Our Nursery School

Horsham Nursery School was established in 1942, and is one of four West Sussex County Council maintained Nursery Schools. The School moved from its original site in Horsham Park to its current location in 2008.



We have a fantastic building and grounds, purpose-built to house both an Over 3's nursery school and Under 3's day care provision. We are particularly proud of our outdoor provision both for the Over and Under 3's. We also have access to a woodland area in the grounds of the adjacent primary school. Parts of the building are currently used by the West Sussex County Council Early Help Service.

In 2019 a Special Support Centre was established as an integral part of the Over 3's, providing up to 8 full-time places for children with developmental language disorders and social communication difficulties. Children are referred from both within and outside the nursery school and the centre provides a much needed resource in the local area. It is staffed by a specialist teacher, Speech and Language Therapist and two teaching assistants.



There are currently 90 children in the Over 3's; 9 children in the Special Support Centre and 38 in the Under 3's day-care provision. Our Over 3's Nursery offers wrap around care in addition to the 15 or 30 hour free entitlements including a holiday club for families who need this. The Under 3's offers full day care provision for children 1-3 with some children receiving two year old free entitlement.

Our school is located just north of the town centre, 5 minutes from the town's railway station and places are allocated in accordance with our admissions policy with families living throughout Horsham town. Families with EAL are over represented when compared to overall numbers within the town as are children with additional needs.

There is a wealth of information we would like to share with you on our website::

<https://www.horshamnursery.w-sussex.sch.uk/> and we hope you will get a flavour of our ethos and values by exploring it. Our prospectus for parents is also available to download from the website. We have a Facebook page for communication with families and this has been particularly well used during the past year of lockdowns with many photos and examples of what the children have been enjoying and learning.

<https://www.facebook.com/HorshamNursery/>



Job Description

To provide inspiring and purposeful leadership to ensure that the strategic aims and objectives for whole school provision are effectively implemented, maintaining high standards and developing further quality provision to achieve excellent outcomes for children and families in challenging times.

The Headteacher will be expected to work within the standards set out in the National Standards for Headteachers, EYFS Statutory Framework and Development Matters.

Key responsibilities:

Shaping the future

- To work in partnership with the Staff, Governing Body and Strategic Partners to promote a clear vision and purpose which inspires, challenges, and motivates.
- To promote a culture that values the diversity of its community and challenges prejudice.
- To work collaboratively to produce the school development plan ensuring the highest quality of provision balancing long term sustainability of the school with current improvement priorities.

Leading learning and teaching

- Model exemplary professional behaviour towards children, staff, governors and others in the school community in respect to attitude, relationships, integrity and continued professional development.
- Implement a diverse flexible curriculum and an effective assessment framework for all children attending the Nursery School, including bench marking against similar settings.
- Ensure that children are engaged in safe, healthy, high quality learning experiences in both an outdoor and indoor environment that is stimulating, child centred and designed to promote enjoyment and exciting learning.
- Promote the involvement of parents and carers in their children's learning by leading a reflective learning culture that enables children, families and staff to become self-motivated learners.
- Ensure strategies are in place to promote outstanding teaching and effective learning including identifying and sharing best practice and appropriate staff development.

SEND

- Ensure the school holds ambitious expectations for all children including those who are disadvantaged and/or have additional - needs.
- Ensure the school works effectively in partnership with parents, carers and professionals to identify additional needs of children providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties under the SEND code of practice.

Developing self and working with others

- Lead and work as a team with the teachers, Early Years practitioners and support staff across the whole school, following the principles of the EYFS.
- Oversee and report on systems of performance management as are appropriate to the role with the objective of improving outcomes for children and staff.
- Create a culture of openness and sharing of knowledge where successes are celebrated and weaknesses are sensitively challenged and used as learning opportunities.
- Ensure effective delegation of tasks and devolution of responsibilities as appropriate to the efficient management of the school.
- Recognise, develop, and promote leadership qualities in others.
- Work collaboratively with the other three West Sussex County council nursery schools to develop and deliver a model of Systems leadership (EYES partnership).

Managing the organisation and accountability

- Lead and work with a team of teachers, Early Years practitioners and support staff across the whole school to develop outstanding provision
- Ensure effective management and be accountable for multiple funding streams to provide sustainable delivery of services, including income generation and adhere to the School Financial Value Standard in the deployment of resources.
- Create a safe and caring environment for all children and staff by ensuring that the relevant policies are known and adhered to and to promote and safeguard the welfare of children throughout the school.
- To be responsible in conjunction with the Governing Body for the recruitment and employment of teaching and non-teaching staff.
- Provide facilities management oversight of the building and grounds.
- Facilitate the work of the Governing Body by providing all necessary information to enable the fulfilment of its strategic role and respond positively to appropriate challenge and support.
- Understand, implement and comply with relevant legal requirements, statutory frameworks, regulation and inspection procedures in particular those linked to safeguarding and promoting the welfare of children, staff and other service users.

Person Specification

	Essential/ Desirable
Qualifications, knowledge and teaching experience	
Qualified Teacher status	E
NPQH	D
Minimum 5 years experience of Early Years teaching including provision for children with additional needs.	E
Currently working as part of a Senior Management Team.	D
A thorough knowledge of the SEND Code of Practice, safeguarding and OFSTED regulations.	E
An in depth knowledge of child development from 1-5 , EYFS Framework and Development Matters Guidance.	E
Have experience and knowledge of 'Planning in the moment'.	D
Shaping the future	
Be able to articulate and implement a clear vision for the future development of an Early Years setting.	E
Evidence how you inspire and motivate colleagues and Governors and have approached challenges.	E
Leading learning and teaching	
Demonstrate personal behaviours and positive attitudes towards all members of the school community, celebrating and embracing diversity.	E
Have experience and success in leading your team by example to secure excellence.	E
Have planned and delivered a diverse and flexible curriculum with an effective assessment framework to ensure children reach their potential and to respond to individual needs.	E
Put families at the heart of learning and work in partnership with them to promote self-motivated learning.	E

SEND	
Have a commitment to improving outcomes for all children and to providing the support they need to thrive, irrespective of additional needs.	E
Work with families to identify children with additional needs and collaboratively with professionals within and outside the school to provide for these.	E
Developing Self and Working with others	
Experience of having secured improvement in the quality of teaching and learning through systematic monitoring and CPD.	E
The ability to delegate successfully and develop distributed leadership through effective teams.	E
A commitment to working collaboratively with other schools and external agencies.	E
Managing the Organisation and Accountability	
Experience of strategic financial planning and managing budgets.	D
Experience of the process of recruiting and appointing staff.	E
Experience of developing and administering whole school systems.	E
Good written communication skills and ability to use IT competently.	E

