

The Acorn Nursery School

2 LANSDOWNE CRESCENT, LONDON W11 2NH

TELEPHONE 020 7727 2122 EMAIL ADMIN@THEACORNNURSERY.CO.UK



Job Description: Head of The Acorn

General areas of responsibility

- To promote and safeguard the welfare of pupils.
- To comply with the School's Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead or proprietor.
- To check and monitor safeguarding procedures within the school, including recruitment of new staff
- To ensure staff/pupil ratios are correct at all times
- To manage the school budget and keep an up to date record of all expenditure throughout the academic year.
- To have a thorough knowledge of Ofsted requirements and ensure staff are aware of these expectations.
- Ensure that all policies are up to date and in line with Ofsted regulations and any new government legislation and to create a plan for regular review dates.
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils.
- To drive the introduction of an online system for storing data and behaviour and other information (e.g. PASS or 3sys)
- To act consistently, in a calm and supportive manner with colleagues.
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required.
- To carry out supervisory duties, including playground and lunch supervision, as required
- To meet all deadlines for the efficient running of the school (eg reports, planning etc).
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils.
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom.
- To ensure that all pupils adhere to the School rules.
- To notify the school about personal absence due to illness
- To be responsible for his/her personal punctuality and wearing of appropriate dress.

Specific areas of responsibilities and duties as Head of The Acorn

Teaching & Learning

- To work with the staff team and Heads of Department to create a dynamic and exciting programme of study which inspires the pupils and the staff responsible for its delivery
- To ensure there are a range of activities on offer to children covering all areas of learning and giving a variety of child-led and adult initiated options
- To conduct regular observations to ensure high standards of teaching and learning are upheld
- To review the programme of study annually to ensure that it reflects the changing nature of education and the individual needs of the cohort
- To ensure effective planning, assessment and record keeping
- To ensure good communication with Heads of local schools, particularly Head of Lower School at NHP in order to achieve a smooth transition for children when they leave
- To ensure a partnership with parents in regard to settling in, visits and transition arrangements
- To ensure parents can participate in their child's learning by leading curriculum workshops etc.

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- To ensure that the School meets the requirements of the Early Years Foundation Stage Framework
- To read widely to maintain excellent current knowledge of curriculum developments which impact upon the EYFS
- To promote diversity, equality of opportunity and positive behaviour management strategies
- To identify needs, whether in response to a whole-school drive or personal request for CPD. When personal requests are made to attend a course the Head will decide how the course will address the current needs of the School or the individual and give permission accordingly.
- To demonstrate a commitment to personal continuing professional development
- To manage the ordering of resources and equipment to support children's learning and to ensure all resources are well maintained and updated regularly within the constraints of the school budget.
- To manage the deployment of staff.

Observation, Monitoring & Evaluation

- To lead the planning, monitoring and evaluation of the curriculum in the Foundation Stage
- To monitor long, medium and short term planning
- To be responsible for overseeing the timetabling and allocation of subjects
- To keep up to date with the internal tracking system
- To continue monitoring the use of online profiling, ensuring that all staff are using this on a regular basis and that profiles of children are being completed. The profiles should be used to track a child's progress and attainment and to report to parents
- To analyse data for each year group to identify any anomalies, patterns and/or progress
- To use data to inform planning and departmental aims
- To be responsible for the management, supervision and appraisal of all staff in the school
- To set up a regular schedule of observations and feedback including appraisal, monitoring and observation cycle
- To identify training needs and facilitate training opportunities.

Working with others

- To lead curriculum design and innovation
- To monitor the well-being of the staff
- To enable teachers and staff to share good practice, e.g. lesson study, TALC, PPA, book looks, profile checks, moderations, staff meetings, teaching and learning bulletins
- To envisage, encourage, support, monitor and challenge colleagues
- To plan and lead school meetings
- To liaise effectively with all stakeholders, including other members of the school team such as Learning Enrichment, Librarian, Bursar's Office and Administrators
- To ensure parents are fully informed about the way in which The Acorn operates
- To ensure there are clear lines of communication and effective transitions to new schools
- To facilitate the induction programme for children and parents
- To facilitate the induction programme for all new staff
- To manage, when necessary, supply staff and provide supervision for students on placement.

In-class teaching

- To act as cover teacher to enable year group planning sessions
- To cover for absence.