



**GOODWAY NURSERY SCHOOL**  
**JOB DESCRIPTION: DEPUTY HEADTEACHER & SENCo**

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

<b>Job Title: DEPUTY HEADTEACHER &amp; Lead DSL</b>
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<b>Pay Scale: L5-L9</b>
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## **1. JOB PURPOSE**

**To promote the aims and philosophy of Goodway Nursery School by;**

- Providing a welcoming, stimulating and secure environment where children and families from all backgrounds and cultures are valued
- Respecting children's rights, listening to children and putting their needs at the heart of our work
- Working together to promote equality, encouraging and supporting each child to develop their potential and sense of identity. Developing children's curiosity and challenging them to achieve their best and become self-confident and independent learners

**To assist the Executive Head teacher and Governing Body in the leadership, management and development of the school.**

- To assist the Executive Head teacher in the leadership and management of teaching and learning in the school to achieve the outcomes required by Government regulations and the school improvement plan adopted by the Governing Body
- To assist the Executive Head Teacher in carrying out the performance management cycle with staff
- To take joint responsibility for monitoring and evaluating the successful delivery of the curriculum
- To Deputise in the absence of the Executive Head Teacher
- To carry out the role of Lead DSL

## **2. CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teacher's conditions of employment.

### **3. DUTIES AND RESPONSIBILITIES**

- To assume full responsibility for the efficient running of the entire school in the absence of the Executive Head Teacher

#### **To play a significant part under the overall direction of the Head Teacher in;**

- Formulating the aims and objectives of the school and policies for their implementation.
- Translating school aims and policies into effective action plans and monitoring their progress.
- To play an active role in planning, formulating and supporting new initiatives
- The efficient organisation, management and supervision of the school routines.
- Assist the Executive Head Teacher and staff with all aspects of the curriculum and development of pupils so that every child feels valued, enjoys learning, is appropriately challenged and makes good or outstanding progress
- Support colleagues to ensure accurate assessment is carried out, ensuring that information on children's progress is used to improve teaching and learning.
- Be responsible for and support the staff with, the implementation of planning, record keeping and assessment procedures in order to ensure progress for every child, raise standards and contribute to school improvement.
- Set an example of excellent early years practice for other members of staff, guide, advise and support other members of staff when necessary.
- Monitor standards for planning and teaching and learning
- Lead, develop and enhance the teaching practice of other staff in assessment, monitoring pupil progress and keeping effective records.
- Lead on assessing, and record keeping and monitor progress over time through accurate assessment analysis and formulating action plans.
- To support staff in developing their knowledge and skills and encouraging reflective practice to ensure the delivery of a rich and balanced curriculum for the children in order to meet their individual needs.
- To disseminate information to other members of staff and contributing to their professional development as appropriate.
- To lead INSET meetings in aspects of teaching and learning
- Contribute to the selection and professional development of teachers and ancillary staff
- To carry out observations of teaching and learning, give feedback and carry out supervision meetings with staff
- Support staff in meeting their targets identified in the School Development Plan
- Work with staff to foster team spirit, raise morale and provide guidance and support to staff
- To further your own professional development by attending relevant training and conferences
- To develop and promote relationships between the school, parents, other professionals and the wider community.
- To promote parental interest in and understanding of a curriculum area
- To collaborate with link schools in developing curriculum continuity and transition arrangements
- To be a student lead mentor to ensure quality learning experiences for both the children and the student
- To carry out the role of a Designated Senior Lead for Child Protection, ensuring the safety and welfare of all children

- To implement all school policies with particular reference to curriculum areas, behaviour management, child protection, and health and safety.
- To maintain health, safety and welfare standards at the school, both in relation to staff and children
- To play a major role in the implementation of Equal Opportunities policies
- Undertake any professional duties which may reasonably be delegated by the Executive Head Teacher.
- To participate in the school policy for Performance Management and Teacher Appraisal
- Carry out your professional duties according to the current School Teachers Pay and Conditions Document.
- Adhere to the Standards for Teachers
- Ensuring that all work is consistent with Birmingham's Equal Opportunities Policy.

#### **4. LINE MANAGEMENT RESPONSIBILITY TO AND FOR:**

- Responsible to the Executive Head Teacher
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Executive Head Teacher.

#### **5. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Teacher or relevant authority but only after full consultation with the post holder. It will only be signed if agreement is reached.

#### **6. COMPLAINTS**

If, following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.