

# JOB DESCRIPTION



<b>READING BOROUGH COUNCIL</b>	<b>Department/Directorate: Education Community</b>
<b>Post Reference No: SCH2222</b>	<b>Location: New Bridge Nursery School and Caversham Nursery School.</b>
<b>Job Title: Deputy Head of New Bridge and Caversham Nursery Schools</b>	<b>Grade/Salary Range: L1 – L6</b>

## JOB PURPOSE

- To contribute to the promotion and development of 2 Maintained Nursery Schools ensuring they offer high quality teaching and learning for all children.
- To monitor children's achievement and devise strategies to promote high expectations for all children.
- To support the Head of School with the day to day staffing, ensuring ratios are adhered to.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post reports to the Head of New Bridge and Caversham Nursery Schools

## MAIN DUTIES AND RESPONSIBILITIES

- To ensure that child protection procedures are followed throughout the centre and that staff are trained to implement them in conjunction with designated persons.
- Through leading by example, provide inspiration and motivation to children, staff and Governors, whilst seeking support of parent and carers.
- Motivate all to follow the ethos and values which underpin both nurseries.
- Together with the Head of Schools, ensure the School development plan is implemented.
- To be responsible for promoting and safeguarding the welfare of children in both nurseries.
- Communicate effectively orally and in writing.
- Take a role in the implementation of brokering and delivering effective CPD for all the staff, building a culture and ethos of challenge and support for both staff and children and follow up through coaching and mentoring.
- To be part of the Senior Leadership team across both schools, leading and sharing good practice.
- To keep up to date with current thinking by attending courses, reading documents, etc. as required and keep staff informed.
- To take part on wider duties across the REYS federation as required.
- To work alongside the Inclusion Manager to ensure appropriate SEND support is in place where needed.

### Teaching and learning

- To lead on transition across both schools.
- Ensure that learning is at the heart of everything that is done and the curriculum on offer is broad, balanced and meets the needs of the cohort.
- Maintain the highest standards in teaching and learning so that the development of each child is maximised.
- Have a consistent and continuous focus on attainment and achievement using data and benchmarks to monitor progress in every child's learning.
- Demonstrate high expectations for both nurseries.
- Prepare and share information on the quality of teaching and learning in both nurseries with the

Head of School, as required.

- Coordinate and analyse assessment data and prepare summaries to submit to the Head of Schools.
- Participate in both nurseries monitoring cycle including all aspects of assessment and children's progress.
- 2.5-day teaching commitment across both schools.

To undertake other duties as delegated by the Head of Schools.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

**None**

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

**What level of CRB check is required for this post?** ENHANCED

**Is this post 'politically restricted'?** YES/NO

**What Level H&S Responsibilities are applicable to this post?** LEVEL 2

# PERSON SPECIFICATION

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Reading Borough Council	Department/Directorate: Education Community
Job Title: Deputy Head of New Bridge and Caversham Nursery Schools	Post Reference No:

## Qualifications/Education/Training:

- To hold a recognised Teaching Qualification (degree level) with experience in Early Years.

## Experience:

- To have at least 5 years experience of working with young children and their parents/carers.
- To have at least 3 years experience of working in a leadership role in the delivery of services for young children.
- Experience of managing Special Educational needs.

## Skills and Abilities:

- To have knowledge of the relevant Education Acts and related legislation and implications contained therein for service delivery.
- To have a sound knowledge of child development for children aged birth to 5 years and an awareness of the curriculum appropriate for these age groups.
- To have knowledge of the principles and processes of performance management.
- To have knowledge of the ethnic, religious and cultural diversities in the community, to understand the effects on the provision of services and how to respond when the needs of a particular group are not being met.
- To have knowledge of the functions of agencies involved in the provision of care and education for young children and commitment to work in partnership.
- To have knowledge of principals and practice to safeguard all children and staff
- To have highly developed communication, interpersonal and organisational skills.
- To have effective leadership and management skills.
- To be able to prioritise, plan and organise one's work and the work of others within conflicting demands.
- To be able to utilise information technology systems and equipment.
- To be able to deal sensitively with parents particularly in difficult situations.
- To work as part of a team leading and motivating team members ensuring team are kept informed of school developments.

## Commitment:

- A commitment to and an understanding of equal opportunities and the ability to implement the schools Equal Opportunities policy
- An understanding of health and safety in the workplace and how to implement it in this area of work.
- A commitment to staff development and training.
- A commitment to keeping abreast with national and international developments in education, including special education, bringing new and innovative ideas to the schools.

## Specific Working Requirements:

