Job Description

Co-Headteacher
Group 1

Core Purpose of the Job

To provide professional leadership for the school, which secures its sustainability, success and improvement, ensuring high quality care and education, for all children, and high standards of learning and achievement. The job requires effective communication, collaboration and co-operation to ensure these roles are fulfilled by the Headteachers.

General responsibilities

- To be carried out in accordance with the requirements set out in the School Teachers' Pay and Conditions Document and the National Standards of Excellence for Headteachers (2015)
- To promote and safeguard the welfare of all children in school, by ensuring that the school's policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected. The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed by the Governing Board in the light of those changing requirements and in consultation with the Headteachers.

Strategic Direction and Development of the School

The Headteachers will demonstrate a clear vision for the successful future for Hillview Nursery School, building on the strategic plan, and embedding the school's values into the core of everyday work and practice. The Headteachers will work effectively together to:

- Agree and manage the distribution of work and responsibilities between them.
- Demonstrate the necessary skills to work with the Governing Board and other stakeholders to provide vision, leadership and a clear direction for the school.
- Ensure a positive, safe and nurturing environment which safeguards children, prioritises their needs and supports them to achieve their full potential.
- Inspire, motivate and empower others to carry the vision forward
- Produce, implement, monitor and evaluate the school development plan, underpinned by sound financial planning.
- Identify priorities and targets for ensuring that pupils achieve high standards and make progress, increase practitioners' effectiveness and maintain school improvement.
- Secure the commitment of staff, pupils, parents and the wider community to the vision and direction of our inclusive school.
- Ensure that the management, finance, organisation and administration of the school support its visions and aims.

Teaching and Learning

The Headteachers will pursue strategies for developing learning for all group of pupils, ensuring that good and outstanding teaching is at the core of everything we do. The Headteachers will work effectively together to:

- Promote and secure outstanding teaching, effective learning, high standards of achievement and outstanding behaviour.
- Develop a broad curriculum and build a school culture which takes account of the richness and diversity of the school's communities.
- Determine, organise, implement and monitor the curriculum and its impact, in order to identify and act on areas for improvement.
- Monitor and evaluate the quality of teaching and standards of care, learning and achievement of all pupils, including those with special and additional needs, in order to set and meet challenging, realistic targets for improvement.
- Undertake rigorous school self-evaluation and work with external stakeholders to understand strengths and weaknesses in teaching, including the preparation of focused plans and targeted actions to further develop the learning outcomes for all children.
- Create and maintain an effective partnership with parents to support and improve children's learning and personal development.

Leading and Working with Staff

The Headteachers will show charismatic leadership and adept management, while striving to bring out the best in staff. The Headteachers will work effectively together to:

- Motivate, support and challenge staff to secure job satisfaction, and excellent outcomes for children.
- Ensure robust and effective systems are in place for effective recruitment, induction, professional development and appraisals.
- Develop and manage appropriate and effective CPD for staff to ensure they have the potential to achieve the agreed aims of the school.
- Regularly review own practice, setting personal targets and taking responsibility for own personal development.
- Effectively manage own workload and that of others to allow an appropriate work-life balance.
- Actively engage with other schools, settings and groups to share best practice and support joint learning.
- Acknowledge the responsibilities of and celebrate the achievements of individuals and teams.

Managing the Organisation

The Headteachers will make effective and creative use of the school's financial and human resources to ensure a safe, happy and nurturing environment. The Headteachers will work effectively together to:

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of care and education.
- Work with governors and senior colleagues to develop plans to promote school improvement.
- Attract and retain staff of the highest quality.
- Create an empowering culture in which staff feel able to propose, question and challenge and recognise that they are accountable for the success of the school.
- Continue to monitor the school's organisational structure to meet the school's development needs, and allow for appropriate staff development and succession planning.
- Promote the school, raising its profile and reputation within the community.
- Provide information, advice and support to the Governing Board to enable it to meet its responsibilities.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.

- Ensure that all statutory requirements are understood, implemented and up to date.
- Ensure that all safeguarding, welfare, equal opportunities and health and safety requirements are met and exceeded.

Strengthening the Community

Hillview Nursery School is an inclusive school and is willing to build a whole community approach to Early Years. The Headteachers will work effectively together to:

- Ensure learning experiences for pupils are integrated with the wider community and world.
- Collaborate with other agencies in providing for the wellbeing of pupils and their families.
- Collaborate with others schools and the wider community to share expertise and bring mutual benefits to enhance provision.
- Ensure that parents are well informed about the school's curriculum and their children's progress.
- Ensure that the school meets all legal requirements in relation to equal opportunities legislation.
- Ensuring that the school complies with all statutory requirements relating to the provision of education and other relevant legislation and guidance.

This job description may be amended at any time after consultation with the post.

Person Specification

Attributes/Criteria	Rank	Assessment
EDUCATION & TRAINING		
• Either: BTEC or equivalent, Foundation Degree, BA Degree, Early Years Professional Status	Essential	Evidenced in: • application • interview
• Teaching Qualification	Desirable	
• First Aid Certificate	Desirable	
• SEN Training	Desirable	
• Safeguarding training Level 2/3	Essential	
• A commitment to continuing personal and professional development	Essential	
Professional Knowledge and Experience		
• Leadership and Management experience	Essential	Evidenced in: • application • interview
• Excellent knowledge and understanding of the Early Years Foundation Stage	Essential	
• Secure knowledge of Health and Safety Legislation/procedures with regard to Early Years	Essential	
• Experience of managing budgets	Essential	
• Secure knowledge of child development and behaviour	Essential	
• Secure understanding and experience of Special Educational Needs	Essential	
• Sound knowledge and understanding of Safeguarding Children and Safer Recruitment	Essential	
• Understanding of equal opportunities and diversity	Essential	
• Experience of creating, implementing and monitoring effectiveness of policies and procedures	Essential	
• Experience of being able to sustain working relationships with children, staff, parents, and the wider community	Essential	
Professional Skills		
• Ability to demonstrate effective leadership and work as part of a team	Essential	Evidenced in: • application • interview • observation
• The ability to articulate a clear vision of how the school might develop	Essential	
• To be able to carry out administration and financial tasks effectively	Essential	
• Ability to work on own initiative and prioritise workload	Essential	
• Ability to initiate and implement ideas	Essential	
• Good planning and organisational skills	Essential	
• Computer literate	Essential	
• To be able to communicate effectively and develop positive relationships with adults, children and outside agencies	Essential	
• Ability to write legibly and good presentation skills	Essential	
• Ability to use initiative to effectively delegate roles and responsibilities	Essential	
• Ability to coach/mentor colleagues to help boost performance	Essential	
• Ability to communicate your ethos and vision within the school and the wider community	Essential	
Personal Attributes		

• Stamina and a good health and attendance record • Enthusiasm for the role • Flexible, collaborative approach • A commitment to on-going personal development	Essential Essential Essential Essential	Evidenced in: • application • Interview

Please note that shortlisting for this position will be made against the person specification headings above; applicants should therefore write a supporting statement against each heading demonstrating how they meet the criteria and providing clear evidence where possible.