



ALLENS CROFT NURSERY SCHOOL

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Executive Headteacher: David Aldworth



Birmingham Federation

Maintained Nursery Schools

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Deputy Headteacher (permanent) post at Allens Croft Nursery School L7-11 Start date 1st January 2025

Job Description

Allens Croft Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

SCHOOL: Allens Croft Nursery School

JOB TITLE: Deputy Headteacher

GRADE: L7 - 11

All persons working in this school/s:

- will have responsibility for promoting and safeguarding the welfare of every child.
- must adhere to the ethos of the school/s by promoting the agreed vision and aims of the school and set an example of personal integrity and professionalism.

Functional Liaison with

Executive Headteacher, SENCO, Qualified Teacher, support staff team, onsite and external agencies

Line Management

Responsible to the Executive Headteacher

Job Purpose

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher in consultation with the post holder to reflect or anticipate changes in the job.

Job purpose

To promote the general educational progress and well-being of pupils in the school.

To carry out professional duties of a teacher and to play a major role in the development of the whole school.

To promote the aims and philosophy of Allens Croft Nursery School.

To deputise in the absence of the Executive Headteacher

Duties and Responsibilities

General

To teach pupils in the school as required and to provide a model of good classroom practice and ensure the credibility of the ethos and philosophy of Allens Croft Nursery School.

Planning and preparing work for children and monitoring of standards for planning and classroom practice.

Assessing, recording and reporting development, progress and attainment of children across the centre.

To help create and maintain an attractive, effective and exciting environment for learning.

To be a member of the senior management team in the school and to play a significant part, under the direction of the Executive Headteacher, in formulating, implementing and reviewing school aims, policy and practice.

To assume full responsibility for the efficient running of the school in the absence of the Executive Headteacher/s.

To play a full part in the school's arrangements for the pastoral care of all children and the maintenance of good order and discipline.

To be a Designated Safeguarding Lead and carry out the duties effectively and efficiently.

To maintain health, safety and welfare standards in the centre, both in relation to staff and children.

To play a major role in the implementation of Equal Opportunities policies

To play a full part in developing and maintaining relationships between the school, the parents, external agencies and the wider community.

To undertake the professional duties of a teacher other than a Headteacher as set out in the school teachers' Pay and Conditions Document, including those duties particularly assigned by the Executive Headteacher/s.

Specific

To support the SENCO and carry out SENCO tasks and responsibilities as required

To oversee and co-ordinate SEN assessments and negotiations in respect of children with additional needs

Curriculum areas of responsibility to be negotiated with the Executive Headteacher/s.

To play an active role in planning, formulating and supporting new initiatives.

To lead staff in curriculum planning, assessment and record keeping.

To support and advise colleagues individually or in groups on suitable teaching performance, materials and resources and CPD opportunities to further the effectiveness of their teaching and learning strategies.

To support INSET meetings in all aspects relating to the curriculum and work across the school.

To promote parental interest and understanding of a curriculum area.

To collaborate with link schools in developing curriculum continuity.

To ensure the best practice and quality service throughout the setting.

To ensure all children are safe.

To play an active role in observations, feedback and supervision of staff.

Staff Management and Development

Contribute to the selection for appointment and professional development of teachers, teaching assistants and ancillary staff.

To support and enable all staff to fulfil their duties and meet targets identified in the SIP

To work in a consultative manner with colleagues, to foster team spirit, raise staff morale and provide guidance and support to staff as necessary.

To further own professional development by attending relevant courses and conferences.

To participate in the School's Policy for Performance Management and Teacher Appraisal.

To manage the Performance Management/Appraisal of support staff.

Resource Management

To take responsibility for some aspects of resource management, including the on-site 6 place SEND Resource Base.

To allocate resources and allocate equipment as and when necessary.

Line Management – responsibility to and for

Responsible to the Executive Headteacher.

Responsible for the supervision of designated teaching and support of staff.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time also any local agreements and LEA guidance on interpreting teachers' conditions of service.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Executive Headteacher/s or the Post Holder but only after full consultation with the Post Holder. It will be signed if agreement is reached.

Complaints

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

Supervision

Supervising Officer's Job Title: Executive Headteacher

Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

Allens Croft Nursery School is committed to safeguarding and promoting the welfare of children and expect all staff, visiting professionals, parents, carers, students and volunteers to share this commitment.

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder. This job description sets out the duties of the post at the time it was published. The hours and job description may be modified depending on the needs of the school. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

It is to be signed if agreement is reached.

Signature:

Date:

(Postholder)

Signature:

Date:

(Executive Head Teacher)

Job Description issued by David Aldworth (Executive Headteacher)