**Newcastle Nursery Schools’ Federation: Assistant Head of School – Person Specification**

Post: Assistant Head of School – with special responsibility for the Early Years’ Curriculum

Responsible to: Head teacher

Minimum Qualification: Graduate, Qualified Teacher Status,

Contract: Full-time Permanent Salary: Leadership (L 1-5)

You will be required to carry out the duties of an Assistant Head of School (with responsibility for Curriculum)

|  |  |  |
| --- | --- | --- |
| Attributes |  | Requirements |
| Qualifications - Essential | 1. Qualified Teacher Status 2. Evidence of appropriate professional development and a willingness to undertake relevant additional qualifications 3. Safeguarding qualifications and training | Essential |
| Knowledge and Understanding - Essential | 1. Have a secure knowledge and experience of managing a whole school curriculum, with a focus on the development of children in Early Years. 2. Have a clear understanding of the needs of all children, including those who have special educational needs and those from vulnerable groups. 3. Have knowledge, training and experience of successfully managing, motivating and leading staff, including support staff and other teachers 4. Effective use of leadership skills and strategies that support improvements in performance and positive change for children 5. Commitment to equal opportunities and effective safeguarding | Essential |
| Experience | 1. A substantial/minimum period of successful teaching experience in Early Years Foundation Stage – of at least 4-5 years. 2. Successful leadership and management experience. 3. Dealing with safeguarding incidents appropriately and promptly 4. Helping parents to support their children’s learning – especially in the EYFS 5. Supporting other staff to improve their curriculum, positive relationships, enabling environments, teaching and learning and effective behaviour management in the Early Years. 6. Evidence of personal professional development, including in leadership, managing curriculum and in EYFS | Essential |
| Leadership & Management skills and qualities  Essential | 1. Ability to inspire colleagues to support them in inclusive practices and curriculum development 2. Ability to develop a clear strategic vision and direction for areas of responsibility and translate this into practical policies and practice. 3. Ability to lead and inspire successful teams and a commitment to working as a team player. 4. Ability to contribute to and manage the enrichment and enhancement of young children’s learning. 5. Model a strong work ethic and high professional and personal standards. | Essential |
| Other Skills and Qualities  Essential | 1. A happy, calm and welcoming persona towards all children, parents/carers, colleagues and other professionals (even when under pressure) 2. Effective organisation, administrative skills and in the use of ICT in the classroom and wider school e.g. attendance monitoring support, monitoring outcomes linked to early years’ provision and assessments 3. Ability to build positive, constructive relationships with children, families and staff, inspiring them to high aspirations 4. Ability to relate well to a variety of stakeholders including pupils, staff, parents, governors, the community and external agencies. 5. Resilience, the ability to work effectively under pressure in order to meet a range of deadlines. 6. A capacity to work hard while keeping a good sense of humour under pressure. 7. Enthusiasm for learning and flexible thinking to solve any problems that may arise unexpectedly. | Essential |
| Qualifications - Desirable | 1. NPQSL or other appropriate leadership qualification 2. Relevant in-service training during the last three years. 3. Other relevant qualifications specific to leadership, curriculum development and early years education | Desirable |
| Experience  Desirable | 1. Evidence of working with Governors and the wider community 2. Leading change and educational innovation. 3. Leading on an initiative which has had positive impact across the whole school, especially in EYFS 4. Working with external agencies as a class teacher or in a leadership role 5. Effective improvement planning, monitoring and evaluating outcomes for children 6. Appraisal, as team leader, managing and monitoring the performance of other staff and supporting their well-being | Desirable |
| Knowledge and understanding - Desirable | 1. National/local educational priorities/developments and their impact in Early Years, 2. Developing outdoor learning, educational visits offsite and working with visitors from the wider community 3. How to develop an holistic approach to the curriculum in Early Years, including using creative, cross-curricular learning and development in all areas of the EYFS | Desirable |

Please Note:

Whilst this post is initially based at Monkchester Road Nursery School, we work as a Federation of 3 schools with the same governing body. Your contract is with Newcastle Nursery Schools’ Federation and all new staff, employed since we federated may e required to work at the other schools in our Federation, if/whenever required. The other schools in our Federation are:-

Ashfield Nursery School – Elswick Road, Newcastle upon Tyne

Newburn Nursery School – Townfield Gardens, Newburn, Newcastle upon Tyne