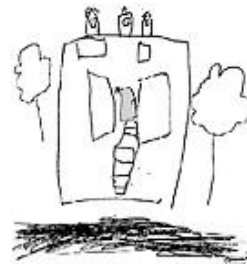


LONDON BOROUGH OF BARNET
MOSS HALL NURSERY SCHOOL
189, NETHER STREET, LONDON N3 1NR
TELEPHONE 020 8445 2518
HEAD TEACHER: Subpreet Deu
E-mail: office@mosshallnursery.barnetmail.net
www.mosshallnursery.co.uk



14th May 2026

Dear Candidate,

Thank you for your interest in the Interim Deputy Headteacher role at Moss Hall Nursery School.

We are looking to appoint a highly knowledgeable and passionate Deputy Headteacher for our nursery school. The school has a wonderful outside learning environment which promotes and extends children's knowledge and interest for the natural world. Our school is committed to providing highly motivating and challenging learning experiences to our children both inside and outside in partnership with parents and carers.

We are really looking forward to the next steps in our journey as an outstanding school and hope you consider joining us. If you feel you are the candidate best placed to be our new Deputy Headteacher, we encourage you to apply.

We look forward to meeting you in the near future.

JOB DESCRIPTION - DEPUTY HEADTEACHER

Leadership Pay Scale Points 4-8

Main purpose of the Post

Reporting to: Headteacher

The Deputy Headteacher will be expected to assist the Headteacher in managing the School and its continued growth towards providing new and existing high quality education for children.

The successful candidate will be expected to contribute fully to the life of the School as a whole. The role will include some class teaching. S/he will also be the school's Special Educational Needs Co-ordinator.

Duties

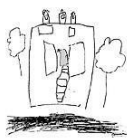
The Deputy Headteacher will be expected to:

- Assist the Headteacher in formulating the school's development plan and under the direction of the Headteacher take responsibility for the management of tasks identified in the school development plan.
- Lead on assessment across the school
- Address the day to day running of the nursery school
- Lead as the Special Educational Needs Co-ordinator within the school
- Carry out the professional duties of a deputy as defined in the Teachers Pay and Conditions Document.
- Take responsibility for and maintain the school in the absence of the Headteacher.
- To be able to model and coach staff in outstanding teaching and learning within the early years.
- Be the deputy designated safeguarding lead.
- Be able to work flexibly to provide management cover across the opening hours of the nursery between 7.30am and 6pm
- Assist the Head in the development and consolidation of an innovative child centred curriculum for the Early Years Foundation Stage.
- Assist the Head in implementing a performance management cycle across the school.
- Support the Headteacher in policy development in the nursery in line with agreed aims and values.

- Work with the Nursery staff with regard to the welfare of pupils so that each child feels valued and is able to develop creativity, individuality, and enthusiasm for learning.
- Foster good relationships with staff, parents, carers, governors, LA representatives and the local community.
- Be responsible for the organisation and management of a class if required (including PPA and absence cover) and by example provide an excellent professional model of early years' practice.
- Liaise with parents about the progress of their children
- Carry out home visits with colleagues when needed.
- Attend relevant courses/conferences, when appropriate, in order to keep up to date with progress in early years' education and thinking and disseminate to staff.
- Assist in the monitoring of teaching and learning in the nursery in order to maintain and further develop high standards.
- Attend and lead staff meetings and INSET training days as required.
- Work with a range of schools and settings both within and outside of Barnet to promote the work of Moss Hall Nursery School.
- Liaise with other professionals who are involved in the care of children within the Nursery.
- Support the integration of the authority's policy on equal opportunities for race, gender and class into all aspects of the school.
- **As SENCO be responsible for:**
 - Maintaining and reviewing the whole school policy in Special Educational Needs in accordance with the DFE Code of Practice.
 - Assisting and supporting colleagues with the planning and delivery of an early year's curriculum in order to meet the needs of specific children.
 - Writing and preparing Educational Health Care Plans.
 - Liaising with and supporting staff in the development of individual educational plans and educational advice for pupils with an Educational Health Care Plan.
 - Developing and maintaining, in collaboration with the Head Teacher, links with all relevant external agencies.

- Organising and chairing meetings with staff, parents, carers and other agencies.
- Attending SEN Co-ordinator's meetings and relevant courses.
- Maintaining clear and up to date documentation and records.

Please note all successful candidates would be subject to an enhanced DBS check.



Moss Hall Nursery School

Person Specification for the post of Deputy Headteacher/SENCo

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Degree or other recognised qualification in Nursery/Early Years • Qualified Teacher Status • Evidence of appropriate professional development • Willingness to undertake National Award for Special Educational Needs Co-ordination 	<ul style="list-style-type: none"> • Evidence of further studies • Achievement of National Award for Special Educational Needs Co-ordination
Knowledge and Understanding	<ul style="list-style-type: none"> • Extensive understanding of the Early Years Foundation Stage Curriculum. • A creative and rigorous approach to planning in developing exciting and inspiring learning opportunities through play, both indoors and outdoors. • Good understanding of child development and the pedagogical factors which can promote children's learning. • Knowledge of how to support the development of children who have a range of skills and needs • Knowledge of The SEND Code of Practice and understanding of how to implement guidance. • Knowledge of effective strategies in working with parents/carers in moving children's learning on. • Knowledge in developing and maintaining high quality learning environments for children from two to rising five years of age. 	
Experience	<ul style="list-style-type: none"> • Recent and relevant Nursery/Early Years teaching experience • Experience in developing an ambitious early years curriculum. • Experience of working with children with Special Educational Needs 	

	<p>and Disabilities, including writing of appropriate plans</p> <ul style="list-style-type: none"> ● Experience of leading inclusive practice within an early years setting. ● Leading curriculum development, including the delivery of in-service training. ● Relevant previous management and leadership experience. ● Experience of coaching and managing staff. 	
Skills and Abilities	<ul style="list-style-type: none"> ● Outstanding teacher ● A respectful and nurturing approach to all children ● Excellent skills in observing and moving children's learning on. ● Excellent skills in communicating with families and the wider community ● Ability to work effectively with a range of relevant professionals. ● The ability to lead by example and to motivate, manage and support other teaching and support staff effectively and sensitively ● Ability to effectively prioritise and organise work. ● Ability to use ICT within teaching and management roles. ● Flexibility, commitment and a desire to be involved in new initiatives 	
Safeguarding	<ul style="list-style-type: none"> ● Understanding of and personal commitment to your responsibilities for safeguarding children. ● A clear understanding of what is appropriate professional practice. ● Knowledge and ability to provide a safe environment and promote children's health and safety. 	<ul style="list-style-type: none"> ● Completed Designated Person training