

## MOSS HALL NURSERY SCHOOL



### Interim Headteacher Applicant Pack

Dear Applicant

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

Moss Hall Nursery School is rated Outstanding. The school has a very strong reputation locally with families. The school is well-located in a residential area with the luxury of extensive outdoor space. We are a diverse and inclusive school.

All maintained nurseries face funding challenges while the needs of the children and their families have never been higher. This is an exciting opportunity to lead the Nursery School and help to shape its future.

We are looking for an interim Headteacher who is able to provide high quality leadership, ensuring the continued provision of high quality nursery education and care.

You will need to be able to lead the strategic development of the school, possessing the character to be able to transform vision into reality.

If you have the skills and drive necessary to lead the Nursery School, then we look forward to hearing from you.

Kind Regards

Jonathan Brown and Patrick Richmond  
Co Chairs of Governors

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### **About Us – Our School**

At Moss Hall Nursery School children always come first. The core purpose of the school is learning, which is underpinned by emotional wellbeing. We nurture children and families and build on children's innate desire to discover more about themselves and the world they live in.

Learning at Moss Hall Nursery School is meaningful; it happens through play and first-hand experiences. Knowledgeable adults interact sensitively with children to encourage thinking, introduce new ideas or make suggestions.

Our children are curious, they ask questions, they make links, they like trying new things, become highly involved in their play, they persist when things are tricky and they are imaginative.

Our parents are supportive and it is important to us to work in partnership with families, to share children's interests and learning and help them to be the best that they can.

Our staff are an amazing team. They are experienced and supportive of each other.

Everyone at Moss Hall Nursery School (the school staff, children, parents, governors and other members of the community) works cooperatively and collaboratively to enable the achievement of all.

Please explore our website or ask our office team for more information and to arrange a visit to see our fabulous Nursery School

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### Job Description

Post Title: Headteacher

Responsible for: Moss Hall Nursery School

Reports to: Moss Hall Nursery School Governing Body

Status: Full time interim position, initially for 1 year

School Group: Group 1 School

Salary: L 11 to L18

The Headteacher is accountable to the Governing Body and the Local Authority

#### Main Purpose of post:

- To ensure the provision of high quality early years education and care in the school, taking a strategic view of the school's progress and development in order to sustain and enhance its high standards of teaching, learning and care.
- To provide strategic and day to day leadership.
- To maintain and develop the ethos, vision, aims and objectives of the Nursery School through skilled leadership and effective partnership within the local community.
- To promote innovative and creative practice across the Nursery School that supports improved outcomes for children and families.

#### Main Duties and Responsibilities

- To carry out the duties of Headteacher of Moss Hall Nursery School in accordance with the Teachers Pay and Conditions document.
- To lead the Nursery School within the framework of national legislation and guidelines; local authority policies and regulations and governing body responsibilities.
- To be the Designated Safeguarding Lead

#### Strategic Direction and Development

- Ensure the vision and ethos for the Nursery School is clearly articulated, shared, understood and implemented by the whole School community and reflected in all communications and policies and supported by sound financial planning which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Manage change and new initiatives whilst motivating and building upon existing strengths, traditions and culture.

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- Work with Governors to draft the budget and strategically manage and allocate resources in line with the School Development Plan.
- Promote creativity and develop children's thinking through a child centred, play based curriculum to ensure children achieve high standards and parents are fully involved in their development
- Lead and manage further development of strategic planning to ensure continued development of the Nursery School

### **Leading, Teaching, Learning – Promoting High Expectations, Ambition and Excellence**

- Promote, secure and sustain excellent standards of teaching to support high attainment and progress for children.
- Maintain a positive learning environment that enables effective teaching and learning for children and their parents and promotes enthusiasm for learning.
- Continually review and develop the curriculum and assessment procedures ensuring continuity of experience and progression for all children.
- Monitor and evaluate the quality of teaching and learning, including through staff observation, to ensure that children's progress is well supported and extended in order to set and meet challenging targets for improvement.
- Ensure that the statutory requirements for Special Educational Needs are met and that best practice in terms of inclusion is used to guide decision making at all levels within the Nursery School.
- Oversee and monitor the quality and effectiveness of curriculum planning, assessment and record keeping systems for all children attending the Nursery School.
- Ensure effective behaviour management policy and procedures are in place and implemented.
- Ensure that parents are fully involved, informed and included in record keeping and monitoring and reviewing the progress of their children.
- Ensure that parents are offered appropriate support, training and encouragement to help their children develop and learn at home.

### **Leading and Managing Staff**

- Lead, motivate, support, challenge and develop staff to enable them to carry out their duties effectively and to secure improvement.
- Set a clear example of high quality leadership and practice to all those who work or use the Nursery School based on the agreed vision and principles.
- Coordinate the work of all staff to ensure that the Nursery Schools aims, objectives and policies are implemented, monitored and evaluated.

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- Be responsible for ensuring staff performance management, appraisal, supervision and induction processes are in place and effective.
- Ensure that early career teachers and other staff are given appropriate support in order to complete their induction period or fulfil the relevant requirements.
- Ensure opportunities for training and support are available for all staff within an annual training programme linked to development plans, service planning and staff appraisals.
- Ensure that volunteers, unpaid staff and students are given proper support to acquire the skills and knowledge they need to work effectively in the Nursery School.
- Ensure that rigorous policy and procedures are in place for safeguarding children and the implementation of child protection procedures and that all staff receive regular training on all aspects of safeguarding.

### **Efficient and Effective Development of Staff and Resources**

- Ensure the effective, flexible and reliable deployment of staff to ensure the provision of consistent, high quality education, care and services at all times.
- Set the annual, rolling budgets and recovery plan in conjunction with the Governing Body.
- Manage the budget to meet competing demands on resources, finding additional external sources of funding where available, reporting to Governors on appropriate priorities for expenditure, allocated funds and ensuring effective administration and control.
- Ensure systems are in place for the recruitment, deployment, day to day management and performance management of all staff employed by the Nursery School.
- Ensure professional duties and conditions of employment are fulfilled as set out in the School Teachers Pay and conditions document including those for the Headteacher.
- Manage and organise all aspects of the premises efficiently, to ensure that they meet the needs of the curriculum and health and safety regulations.

### **Accountability**

- Provide analysis, information and objective advice and support to the Governing Body which will enable it to meet its responsibilities for securing effective teaching and learning, continually improving standards of achievement and value for money.
- Present a coherent and accurate account of the Nursery Schools performance in a form appropriate to a range of audiences, including parents, governors, the Local Authority, the local community, OFSTED and others.
- Develop an organisational ethos where all staff realise that their work contributes to the success of the Nursery School.

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- Ensure that all staff have a full commitment to the Local Authority and School's equal opportunities policies and acceptance of personal responsibility for their practical application.
- Ensure a single register of staff is regularly maintained and updated and that all staff and visitors to the Nursery School are appropriately checked to ensure the safety of children.
- Ensure all staff and governors receive regular training on safeguarding.

### **Relations with Parents and the Wider Community**

- Develop a partnership between families, the community and other agencies to promote the involvement of parents in their own and their children's learning and provide opportunities for parents to develop skills and knowledge to improve outcomes for themselves and their children.
- Develop links with other Schools, children's centres, early help and services in the local area to ensure children are supported in times of transition.
- Work with relevant agencies to safeguard children.

### **Other Duties**

- Carry out any additional duties which may be reasonably agreed with the Governing Body to ensure the smooth running of the Nursery School.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
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<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>● Qualified Teacher Status at Degree level</li> <li>● Initial Teacher Training Early Years Specialism and/or additional qualification, such as an Early Years MA</li> <li>● Evidence of appropriate professional development</li> </ul>	<ul style="list-style-type: none"> <li>● Additional qualification in leadership</li> <li>● Recent appropriate Child Protection/Designated Senior Person training</li> </ul>
<p><b>Experience and Understanding</b></p>	<ul style="list-style-type: none"> <li>● Absolute commitment to delivering an outstanding education for all children.</li> <li>● Successful leadership and management responsibility in the Early Years</li> <li>● Evidence of innovative, creative and excellent teaching practice in a nursery</li> <li>● Evidence of sustained positive impact on raising pupil standards in the EYFS</li> <li>● Experience in leading assessment in the EYFS</li> <li>● A comprehensive understanding of the Ofsted inspection framework</li> <li>● Experience of effectively leading a team of staff with varying levels of experience and training.</li> <li>● Thorough and ongoing knowledge of current legislation and developments in early years education and policy, including SEND provision.</li> <li>● Experience of teaching children with special educational needs/disabilities and providing a differentiated and inclusive environment</li> <li>● Experience of and commitment to the application and implementation of equal opportunities.</li> <li>● Experience and understanding of the development and implementation of robust safeguarding policies, practices and procedures.</li> <li>● Experience of managing budgets and allocating resources</li> </ul>	<ul style="list-style-type: none"> <li>● A strong and credible history of delivering high quality early years education in a maintained Nursery School.</li> </ul>

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	<ul style="list-style-type: none"> <li>● An understanding of the complexity of maintained nursery school income provision and a comprehensive understanding of how to address budget shortfalls through effective cost control and income generation.</li> <li>● Experience of working effectively and in partnership with governors, parents and the wider community.</li> <li>● Knowledge and understanding of Health and Safety requirements and regulations.</li> </ul>	
<p><b>Skills, Abilities and Aptitudes</b></p>	<ul style="list-style-type: none"> <li>● Flexible, supportive, approachable and able to meet the diverse needs of young children, parents/carers and staff</li> <li>● Resilient and able to investigate, solve problems and make decisions</li> <li>● An outward looking, entrepreneurial approach, seeking partnerships and collaboration.</li> <li>● Excellence in communications and stakeholder engagement, creating confidence with children, parents, staff, governors and local authority.</li> <li>● Effective interpersonal skills and an ability to communicate clearly, orally and in writing for a range of audiences</li> <li>● Ability to lead by example and to motivate, manage and support other teaching staff effectively and sensitively</li> <li>● Ability to manage, organise and prioritise workload</li> <li>● Ability to manage the budget effectively to met the priorities of the school</li> <li>● Ability to use IT effectively in management, administration, and as a teaching and learning tool.</li> <li>● A commitment to own professional development</li> </ul>	

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<b>Accountability and Safeguarding to meet statutory requirements</b>	<ul style="list-style-type: none"><li>● Commitment to working with the Governing Body and Local Authority</li><li>● Ability to present a clear and accurate account of the school's performance to stakeholders</li><li>● Commitment to safeguarding and promoting the welfare of children.</li><li>● Ability to maintain and develop a culture of vigilance with regards to safeguarding and child protection.</li></ul>	<ul style="list-style-type: none"><li>● Complete designated person training</li></ul>
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**How to apply**

## MOSS HALL NURSERY SCHOOL



All applicants are encouraged to visit the school before applying for this post. We are open between 8.00 and 6.00 Monday to Friday in term time. To arrange a visit please contact Kalpna Poojara on 020 8445 2518

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible. Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

If you choose to apply, please do so by completing the application form which accompanies this pack. Your personal statement should be no more than 2 sides of A4, font size no smaller than point 11. CVs in any form are not accepted.

Completed applications should be submitted to [office@mosshallnursery.barnetmail.net](mailto:office@mosshallnursery.barnetmail.net)

We are committed to promoting equality and challenging discrimination. Barnet is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Clearance. Barnet operates stringent safer recruitment procedures.