



**Kingsdown Nursery School
Head of School - Job Description**

Job Title	Head of School
Grade	Leadership Scale Points 2-6
Reports to	Executive Headteacher
Key Purpose of the Role	
<p>The Head of School is responsible for the day-to-day leadership and management of Kingsdown Nursery School, working under the strategic direction of the Executive Headteacher.</p> <p>The Head of School is the senior leader on site and is accountable for operational delivery, ensuring that the school is safe, compliant and delivering high-quality early years provision.</p> <p>The role includes responsibility for curriculum, teaching and learning, safeguarding, staff leadership and the effective daily running of the school.</p>	
Core Responsibilities	
<p>Operational Leadership and Management</p> <ul style="list-style-type: none"> • Lead the day-to-day running of the school and make operational decisions in line with federation policies and expectations • Ensure the school operates safely, efficiently and in line with statutory requirements • Act as the main point of contact for parents, carers and external professionals • Promote a positive, inclusive and aspirational ethos for children, families and staff • Publicly support and implement decisions made by the Executive Headteacher and Governing Board <p>Safeguarding and Child Protection (DSL)</p> <ul style="list-style-type: none"> • Act as the Designated Safeguarding Lead (DSL) for the school • Ensure safeguarding is embedded in daily practice and culture • Maintain oversight of all safeguarding concerns, referrals and records • Liaise with external agencies including Children’s Services, Early Help, Health and Police • Ensure all staff, students and volunteers understand safeguarding procedures • Attend and contribute to safeguarding meetings and maintain up-to-date DSL training <p>Attendance and Welfare</p> <ul style="list-style-type: none"> • Monitor attendance daily and over time, identifying patterns or concerns • Ensure attendance is considered as part of safeguarding and wellbeing • Take appropriate action where attendance causes concern, including early help or referral <p>Curriculum, Teaching and Learning</p> <ul style="list-style-type: none"> • Lead curriculum delivery in line with EYFS statutory requirements and federation principles • Ensure high-quality, inclusive teaching and learning across the school • Monitor teaching and learning through observation, discussion and review • Use assessment information to inform provision and support for all children • Ensure curriculum meets the needs of all children including SEND, EAL and vulnerable children <p>Self-Evaluation and School Improvement</p> <ul style="list-style-type: none"> • Lead and maintain the school’s Self-Evaluation Form (SEF), ensuring it accurately reflects the school’s context, strengths and priorities • Contribute to and deliver priorities from the Federation Development Plan (FDP) • Translate strategic priorities into clear actions for staff 	

- Monitor impact and drive continuous improvement

Planning for Progress and Pupil Progress

- Lead fortnightly Planning for Progress meetings and termly Pupil Progress meetings
- Ensure discussions are based on accurate assessment and professional knowledge
- Identify children requiring additional support or challenge
- Ensure agreed actions are implemented and reviewed

Ofsted and External Accountability

- Act as the main point of contact for Ofsted at school level
- Lead inspection preparation and coordinate inspection activity
- Lead discussions with inspectors regarding safeguarding, curriculum and practice
- Work closely with the Executive Headteacher during inspections

Staff Leadership and Management

- Organise daily staffing, ensuring ratios are met and provision is safe and effective
- Deploy staff effectively across rooms and sessions
- Monitor staff attendance and manage short-term absence in line with policy
- Promote staff wellbeing and manage workload sustainably

Induction, Performance Management and CPD

- Lead the induction of all new staff, students and volunteers
- Ensure safeguarding and statutory induction is completed before unsupervised work
- Lead performance management and appraisal for teaching and support staff
- Address underperformance promptly and appropriately
- Deliver and coordinate a CPD programme aligned to school and federation priorities

Recruitment and Safer Recruitment

- Support recruitment processes in partnership with the Executive Headteacher
- Ensure safer recruitment practices are followed at all times
- Contribute to workforce planning and selection processes

Special Educational Needs and Inclusion

- Ensure SEND policy and procedures are implemented effectively
- Monitor provision and outcomes for children with SEND
- Liaise with external professionals and ensure appropriate support is in place

Looked After Children

- Act as the Designated Teacher for Looked After and Previously Looked After Children
- Maintain accurate records and oversee Personal Education Plans (PEPs)
- Advocate for children's educational, emotional and social needs

Health, Safety and Medical Needs

- Ensure day-to-day compliance with Health and Safety requirements
- Oversee risk assessments, accident reporting and follow-up
- Ensure Individual Health Care Plans (IHCPs) are in place and understood
- Monitor medicines storage and administration

Parents, Communication and Complaints

- Build positive relationships with parents and carers
- Address concerns promptly and professionally
- Manage complaints in line with federation procedures
- Maintain accurate records and escalate where required

Governance and Accountability

- Attend Governing Board and committee meetings as required
- Prepare and present reports on school performance and priorities
- Support governor visits and provide relevant information

Policies, Compliance and Data Protection

- Ensure all federation and school policies are implemented consistently

- Address any non-compliance appropriately
- Ensure GDPR and data protection requirements are met
- Maintain confidentiality and report any breaches immediately

Staff Wellbeing

- Promote a positive, respectful and supportive working culture
- Monitor staff wellbeing and workload
- Ensure staff feel supported and able to raise concerns
- Model professional boundaries and self-care

Federation Working

- Work collaboratively with other Heads of School and senior leaders
- Contribute to federation projects and development work
- Share good practice and support consistency across schools
- Support the wider early years sector where appropriate

Teaching Commitment

- Undertake a teaching role for up to 2.5 days per week
- Maintain strong connection to practice and model high-quality provision

General Responsibilities

- Comply with all school and federation policies
- Participate in performance management and professional development
- Undertake any reasonable duties as directed by the Executive Headteacher