



Job Description: Headteacher – Grove House Nursery and Children's Centre and Windmill Park Children's Centre

Job Title: Headteacher

Location: London

Salary: L8-L18* Headteacher Pay scale

Contract Type: Permanent, Full-time

Reporting to: Governing Body

Job Purpose - summary

The Head Teacher will:

- provide strategic leadership, ensuring high-quality early years education and care provision, in partnership with the Governing Body and the Senior Leadership team to ensure nursery education, day care and the children's centre are delivered successfully to improve the lives of children and families.
- create a safe, nurturing, and stimulating environment where every child can thrive.
- lead staff, engage with parents and the community, and ensure compliance with statutory and regulatory requirement.
- be responsible for ensuring Grove House Nursery School and Children's Centre is open from 8am to 6pm, 48 weeks per year and Windmill Park Children's Centre is open as appropriate.
- work proactively with other agencies in the Children's Centre area with regard to the provision of joined-up integrated services for children and their families, in particular early health, early intervention and social care services.
- be responsible for managing human, material and financial resources, as delegated by the Governing Body.
- promote and support the vision and Outstanding direction of Grove House Nursery and Children's Centre and Windmill Park Children's Centre.

Key Responsibilities – Job Description

1. Strategic Leadership and Management

- Develop and implement a clear vision and strategic plan for the nursery and children's centre
- Ensure the nursery and children's centre meets all statutory requirements, including Ofsted regulations.
- Lead and manage staff effectively, fostering a culture of collaboration and professional development.
- Monitor and evaluate the centre performance
- Work closely with the governing body, local authority, and other stakeholders.
- Ensure efficient financial management and resource allocation
- Continue to foster a positive, caring and inclusive ethos, whilst promoting an understanding of and respect for other faiths and cultures

2. Teaching and Learning

- Monitor and evaluate teaching and learning.
- Oversee the delivery of a high-quality Early Years Foundation Stage (EYFS) curriculum.
- Promote excellent teaching practices that cater to diverse learning needs.
- Monitor and support staff in assessing children's progress and planning next steps.
- Encourage an inclusive and engaging learning environment.
- Ensure that 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 locality.
- Support transition processes for children moving to primary school.
- To teach in the classroom, as required (with regards to overall staff resourcing).

3. Safeguarding and Welfare

- Act as the Designated Safeguarding Lead (DSL) or ensure appropriate delegation.
- Ensure robust safeguarding policies and procedures are in place and adhered to.
- Promote a culture of safeguarding and child protection among staff and parents.
- Work with external agencies to support the welfare of children and families.
- Ensure all staff receive up-to-date safeguarding training.

4. Staff Leadership and Development

- Recruit, develop, and retain a high-performing team.
- Provide ongoing support, training, and performance management for staff.
- Foster a culture of reflective practice and continuous professional development.
- Lead staff meetings and ensure effective communication across the team.

5. Parent and Community Engagement

- Build strong relationships with parents, providing clear communication and support.
- Encourage parental involvement in children's learning and nursery activities.
- Work in partnership with local schools, services, and agencies.
- Promote the nursery's reputation within the community.

6. Operational and Financial Management

- Oversee budget planning and financial sustainability.
- Ensure the nursery and children's centre operates efficiently within allocated resources.
- Manage admissions, ensuring equitable access and compliance with regulations.
- Maintain health and safety standards across the nursery.

7. Governing Body

- Has a good understanding of the role of the Governing body and works collaboratively with them to ensure effective oversight and contribution to Centre leadership.
- Ensure overall Centre assurance and discharge of statutory and regulatory responsibilities in conjunction with Governing Body and Senior Leadership.

Person Specification

The following outlines the key skills and experience we are looking for in the headteacher.

The selection panel will assess each candidate against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the Centre context.

Please ensure when completing your application that you only address the relevant criteria as indicated below in the method of the assessment column. As appropriate your responses should include your role, the actions and decisions you took and the outcome or impact of your involvement. The supporting statement should be no more than four pages long in Arial point size 11 or equivalent.

Criteria	Method of Assessment A=Application I=Interview/Assessment
1 Essential Qualifications and Experience	
a Qualified Teacher Status (QTS), Early Years Teacher Status (EYTS), or Early Years Professional Status (EYPS).	A

b NPQH (National Professional Qualification for Headship) or equivalent leadership training, with substantial experience in early years education, including leadership roles.	A
c Previous experience as a Headteacher or Deputy Head in an Early Years setting.	A
d Proven track record of improving teaching, learning, and outcomes in an Early Years setting.	I
e Knowledge of the EYFS framework and early childhood development.	I
f Knowledge and understanding of the health needs of children under five	I
g Experience in safeguarding, child protection, and working with external agencies and wider community groups	A
h Experience in the management and delivery of Early Years Service	A
i Knowledge of recent legislation and procedures relating to young children	I
j Experience managing budgets and financial planning with good understanding of budget management and control	A & I
2 Leadership and Management	
a Strong strategic leadership skills with the ability to inspire and motivate people and teams.	A
b Ability to manage change and drive Centre improvement with experience of leading significant change which has impacted upon outcomes for Children	A & I
c Effective decision-making and problem-solving skills.	I
d Ability to allocate resources and determine priorities.	A & I

3 Teaching and Learning	
a Ability to develop and implement an inclusive and engaging curriculum for children from birth to the end of the Foundation Stage.	A & I
b Commitment to developing evidence-based teaching and learning strategies.	I
c Outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard	I
4 Safeguarding and Wellbeing	
a Deep understanding of safeguarding policies and responsibilities.	A & I
b Ability to promote and create a culture of safety and wellbeing for children and staff.	I
c Understanding of Health and Safety requirements in relation to the development and maintenance of the Centre and ability to follow relevant council procedures.	I
5 Communication and Interpersonal Skills	
a Strong relationship-building skills with staff, parents, and the community.	A & I
b Ability to manage conflict and resolve issues effectively.	A & I
6 Developing self and working with others	
a Understands the importance of working in partnership with colleagues	I
b Understands and prioritises staff well-being and expectations for workload	I
c Demonstrates commitment to shared leadership and effective team work	A & I

d Has experience of working alongside colleagues to improve their classroom practice	I
e Understands the relationship between managing performance, professional development and school improvement	I
7 Personal skills and attributes	
a Demonstrates kindness and compassion to all – prioritising staff and personal well being	I
b Demonstrates a genuine empathy with children and staff	I
c Is able to communicate effectively and concisely with all stakeholders with excellent verbal and written communication skills	A & I
d Is able to motivate and inspire	I
e Is able and willing to delegate appropriate responsibilities	I
f Demonstrates high expectations for self and others	I

Safeguarding Statement

Grove House Nursery and Children’s Centre and Windmill Park Children’s Centre are committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring Service (DBS) check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2022)

Chair of Governors
February 2025