

Wandsworth Federation of Maintained Nursery Schools

Executive Head Teacher Information Pack

Dear Applicant

Thank you for your interest in the Wandsworth Federation of Maintained Nursery Schools. The last three years have seen an exciting period of development, in which Eastwood Nursery School and Day Nursery in Roehampton, Balham Nursery School and Somerset Nursery School in Battersea have come together under the leadership of an Executive Head Teacher, Emma Williams.

Having achieved so much, Emma is now moving on to pastures new, and the Governing Body is seeking to appoint an outstanding candidate to match the outstanding provision that our three nursery schools and day nursery provide. We are looking for someone with significant experience of strategic leadership and management in the early years sector who can take the Wandsworth Federation of Maintained Nursery Schools on the next stage of its journey, as it seeks to consolidate its role as the major provider of nursery provision in Wandsworth.

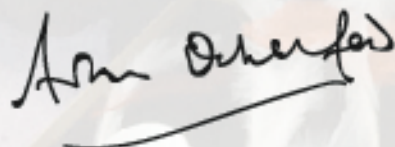
If you would like to know more, please arrange a visit by contacting Rachel Rollerson, School Business Manager at Somerset Nursery, Battersea, email: rrollerson@somerset.wandsworth.sch.uk. I'm sure you'll agree with the feedback we get from parents:

Somerset is a truly magical place for children to explore, learn and enjoy their childhood.

Our child has blossomed so much since he has started at Balham. He is happy, learning, and curious about everything. A perfect start to life at school!

Alfie had a difficult start in life, but thanks to the skill and dedication of the staff at Eastwood, he's now back on track, and enjoying every minute of his mornings at nursery.

I look forward to hearing from you.



Professor Adam Ockelford
Chair of Governors

Wandsworth Federation of Maintained Nursery Schools

Vision

Our vision is for young children and families in Wandsworth to receive a holistic, caring and respectful world class early years education

Mission

Our mission is to provide a safe, happy, caring, secure and stimulating learning environment for all children to develop as independent, confident, capable, and resilient individuals



Wandsworth Federation of Maintained Nursery Schools

Values

- To act in the children's best interest and keep them safe and well at all times
- To support children to become autonomous, decision-making learners
- To provide young children with memorable, first-hand learning experiences
- To foster resilient, confident and enthusiastic children and families
- To recognise that achievement and wellbeing go hand in hand
- To place the child's family at the heart of everything we do
- To ensure all children make good rates of progress and reach their potential
- To ensure the inclusion of children with all needs and backgrounds is embedded in everything we do



Wandsworth Federation of Maintained Nursery Schools

Strategic Priorities

- Inspiring learning for all by sparking curiosity, awe and celebrating achievement
- Supporting mental health and well being
- Creating flourishing communities
- Strengthening leadership capacity and governance
- Ensuring sustainability and financial health



Wandsworth Federation of Maintained Nursery Schools

The Federation comprises four nurseries, across the Borough of Wandsworth:

- Eastwood Nursery School
- Eastwood Day Nursery
- Balham Nursery School
- Somerset Nursery School

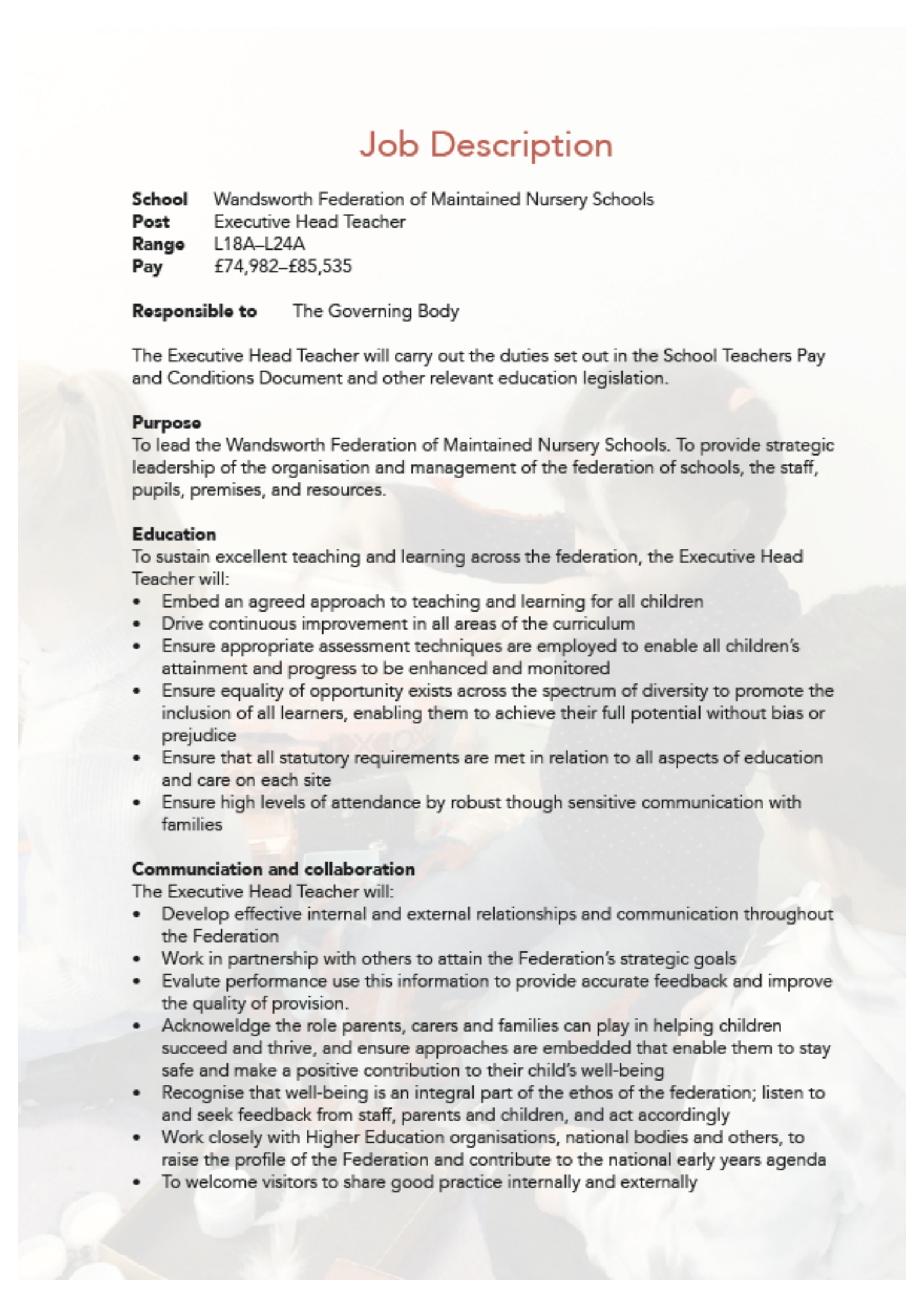
Eastwood Nursery School has the capacity to take 70 FTE children aged 2–5, including 10 FTE with social and communication needs, who are accommodated in a specialist base. There are 17 staff. More information can be found at <http://www.eastwood.wandsworth.sch.uk>.

Eastwood Day Nursery functions 50 weeks of the year, and has the capacity to take 75 FTE children aged eight weeks to five years, There are 10 staff. More information can be found at <http://www.eastwood.wandsworth.sch.uk>.

Balham Nursery School has the capacity to take 50 FTE children aged 2–5. There are 17 staff. More information can be found at <https://balham-nursery.wandsworth.sch.uk>.

Somerset Nursery School has the capacity to take 60 FTE children aged 2–5. There are 16 staff. More information can be found at <https://somerset.wandsworth.sch.uk>.

Job Description

The background of the document is a faded, artistic photograph of several young children in a classroom setting. They are engaged in various activities, such as playing with blocks and interacting with each other. The image is soft and serves as a decorative backdrop for the text.

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|---------------|---|
| School | Wandsworth Federation of Maintained Nursery Schools |
| Post | Executive Head Teacher |
| Range | L18A–L24A |
| Pay | £74,982–£85,535 |

Responsible to The Governing Body

The Executive Head Teacher will carry out the duties set out in the School Teachers Pay and Conditions Document and other relevant education legislation.

Purpose

To lead the Wandsworth Federation of Maintained Nursery Schools. To provide strategic leadership of the organisation and management of the federation of schools, the staff, pupils, premises, and resources.

Education

To sustain excellent teaching and learning across the federation, the Executive Head Teacher will:

- Embed an agreed approach to teaching and learning for all children
- Drive continuous improvement in all areas of the curriculum
- Ensure appropriate assessment techniques are employed to enable all children's attainment and progress to be enhanced and monitored
- Ensure equality of opportunity exists across the spectrum of diversity to promote the inclusion of all learners, enabling them to achieve their full potential without bias or prejudice
- Ensure that all statutory requirements are met in relation to all aspects of education and care on each site
- Ensure high levels of attendance by robust though sensitive communication with families

Communication and collaboration

The Executive Head Teacher will:

- Develop effective internal and external relationships and communication throughout the Federation
- Work in partnership with others to attain the Federation's strategic goals
- Evaluate performance use this information to provide accurate feedback and improve the quality of provision.
- Acknowledge the role parents, carers and families can play in helping children succeed and thrive, and ensure approaches are embedded that enable them to stay safe and make a positive contribution to their child's well-being
- Recognise that well-being is an integral part of the ethos of the federation; listen to and seek feedback from staff, parents and children, and act accordingly
- Work closely with Higher Education organisations, national bodies and others, to raise the profile of the Federation and contribute to the national early years agenda
- To welcome visitors to share good practice internally and externally

Leadership and management

To provide effective leadership and management of the Federation and seek ways of improving organisational structures and functions based on rigorous self-evaluation, the Executive Head Teacher will:

- Provide strong strategic leadership of the Federation to ensure its mission is accomplishment within the framework of its values
- Ensure the efficient management of staffing and resources across the federation.
- With the agreement of Governors and the Local Authority, plan, implement and monitor budgets for each nursery school, ensuring value for money and that financial targets are met
- Sustain robust structures and systems to hold staff to account for improvement through a Federation-wide appraisal cycle and ensure that appropriate professional development opportunities are available for all colleagues
- Ensure colleagues have opportunities to visit other nurseries within the Federation and beyond, and to explore the potential of consultancy through outreach
- Have line management responsibility for members of the Senior Leadership Teams in each of the four nurseries
- Make timely professional, managerial, and organisational decisions based on informed judgements to ensure the smooth day-to-day running of the Federation

Securing accountability

The Executive Head Teacher is legally and contractually accountable to the Governing Body for the Federation, its environment and its work. To this end, the Executive Head Teacher will:

- Work closely with the Governing Body
- Provide information, objective advice and support to the Governing Body to enable it to meet its statutory responsibilities – in particular its functions to oversee effective school strategy, the sound financial performance and robust safeguarding procedures.
- Fulfil the role as the Federation Strategic Lead for Safeguarding and work proactively to ensure that every endeavour is made to keep children safe and free from harm
- To be responsible for the public face of the Federation with parents, carers and the community

This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.

Person Specification

School Wandsworth Federation of Maintained Nursery Schools
Post Executive Head Teacher

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Qualified teacher status | x | |
| Successful leadership at senior leader/Assistant Head or Deputy Head level | x | |
| Has proven relevant EYFS and primary experience of managing education and provision for children from 0 – 7 years of age | x | |
| Evidence further Professional Development in preparation for Headship e.g., NPQH, CEPQH | | x |
| Evidence of research and further study in Child Development Early Education | | x |
| Experience | | |
| Has experience and understanding of excellent education and provision in childcare settings and primary schools for Early Years, KS1 | x | |
| Understands EYFS Statutory requirements, Early Learning Goals, and national guidance for EYFS and KS1 curriculum and child development | x | |
| Demonstrates high quality adult interaction to foster excellent teaching and learning for young children including those with additional needs | x | |
| Experience and understanding of Strategic School and Business Planning that oversees quality of provision, use of resource and management of 2-year-old and childcare place planning. | x | |
| Experience of working with children who have additional needs, complex profiles and educated in resourced provision within a school or setting | | x |
| Experience of collaborating with Governors, parents, and the wider community | x | |
| Have teaching experience of working in more than one EYFS setting including a school and private nursery (PVI) and more than one key stage | | x |
| Experience in budget setting and taking decisive action as required to managing both income streams and addressing potential budget constraints | x | |
| Understands the importance of creative continuing professional development for all staff and their role in sharing this expertise in outreach support and consultancy | x | |
| Experience of active local engagement projects with parents/carers, business, and community partners to place family support within an EYFS setting | | x |
| Experience of working in a leadership position over more than one site in an academy or federation of schools/PVIs | | x |

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| Leadership | | |
| Promotes strong educational philosophy and values which empower, enable, motivate, and develop the federation teams and EYFS practice | x | |
| A commitment to strategic organisational improvement, initiating, planning, monitoring, and evaluating school improvement and change processes | x | |
| Recognising and growing the potential of all staff at all levels in the school through appraisal and performance management | x | |
| Think analytically and creatively and demonstrate initiative in solving complex problems | x | |
| Inspiring trust and confidence across the federation of schools and their communities | x | |
| Managing and resolving conflict | x | |
| Communicating effectively to staff, children, parents, governors, and LA | x | |
| Listening to, reflecting constructively, and acting, as appropriate, on feedback | x | |
| Teaching, Learning, Assessment and Special Educational Needs | | |
| Is a role model for others as an excellent practitioner | x | |
| Has high expectations of all children's progress and development | x | |
| Able to use information effectively to assess children's achievement and development and plan for continued progress and readiness for the next stage in their education | x | |
| Able to exemplify how the needs of all pupils (SEND, PP, EAL, LAC, 2YO) have been met through high quality provision | x | |
| Understands the principles of practice of effective learning and teaching and keeps abreast of latest thinking to drive best practice in child development | x | |
| Has experience of developing a curriculum which gives children the knowledge and skills, curiosity, and independence to succeed | x | |
| Safeguarding | | |
| Demonstrate a commitment and understanding of Safeguarding and the promotion of the welfare and safety of children by all staff and visitors | x | |
| Have a deep and accurate working knowledge of relevant policies, procedures and practices related to all aspects of Safeguarding and Child Protection. | x | |
| Demonstrate the ability to uphold public trust and confidence and always maintain appropriate positive professional boundaries in relationships with both children and adults | x | |
| Understands the importance of Equalities Act 2010 and its place within British values; consistently model these values and demands the highest standards of respect and tolerance from all staff, children, and stakeholders | x | |
| Holds a passionate desire for every child to flourish and achieve their best in their academic, social, physical, and spiritual development | x | |

| Personal Attributes | | |
|---|---|---|
| Good communication skills | x | |
| High standards of personal presentation | x | |
| Maintain an overview and be objective | x | |
| Working as part of a team | x | |
| Be aware of own strengths and areas for development | x | |
| Demonstrate resilience and optimism | x | |
| Demonstrate impact and presence | x | |
| Retain a sense of humour | | x |

When writing your personal statement please focus on demonstrating the extent to which you meet each of the selection criteria. Candidates who are shortlisted for interview will be required to demonstrate their ability to meet the criteria in the Person Specification during the selection process, except for their qualifications which will be evidenced from the application form and production of any original relevant certificates at interview.

