

HOMERTON EARLY YEARS CENTRE

JOB DESCRIPTION – DEPUTY HEAD 0.4 ON A THURSDAY AND FRIDAY (IN CONJUNCTION WITH 0.6 CLASS TEACHER ROLE MONDAY-WEDNESDAY)

Effective from: September 2026

To be reviewed: September/October 2027

This post is subject to Teacher's Pay and Conditions.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the description below.

Responsible to the Head of Centre and ultimately the Governors

Main purpose of the role:

To provide excellent leadership and high quality management, enabling the Centre to realise its strategic intentions. To support the Head of Centre in securing the continued improvement and success of the Centre.

The Deputy Head will be a part of the senior management team, playing a major role under the overall direction of the Head Teacher. The post includes the responsibility of the day-to-day operation of the Centre on Thursdays and Fridays. During this time the Head can be contacted if necessary but these are not her working days.

Assisting the Head of Centre in:

- working within the leadership team to develop our vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all
- providing excellent leadership and high quality management of exceptional educational practice
- developing and extending an active partnership with parents and the community in creating a Centre environment which is positive, supportive and conducive to learning
- whole school policy and practice including policy review
- providing induction and monitoring the performance of staff at the Centre
- overseeing issues of personnel, child wellbeing and family involvement, curriculum, teaching, learning, achievement, finance and resources
- building a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind.

Main Responsibilities:

- being committed to the safeguarding of children, carrying out the role of Designated Person for Child Protection in conjunction with the Head of Centre
- deputising for the Head Teacher when the Head is not on site on a Thursday and Friday. This will include acting as line manager for all staff, adjusting staffing arrangements in line with absences, monitoring the day-to-day provision and meeting with parents and visitors

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- demand ambitious standards for all children, overcoming disadvantage and advancing equality
- lead, innovate and inspire others to make an impact on the progress of all children
- motivate and work with others to create a shared, high-expectation culture and positive climate
- ensure open and collaborative approaches are embraced to develop effective communication and teamwork
- along with the Head, monitor the teaching and learning of the Centre including written observations and reports, through a cycle of monitoring, evaluation and review
- attending and contributing to Governor meetings for example through the preparation of papers and presentation of issues for consideration.
- leading on staff meetings and staff training
- leading class teachers in whole Centre
- Supporting leadership in the Nest ensuring continuity of quality
- showing new families around the school, explaining procedures for admissions and answering general questions
- be an outstanding practitioner and role model for teaching and learning and provide class cover for classes as needed

This position may also involve taking on other appropriate roles and duties as discussed with the Head of Centre. These roles and responsibilities may be divided up collaboratively between the Head of Centre and the Deputy as appropriate.

This job description may be amended at any time following discussion with the Head of Centre.