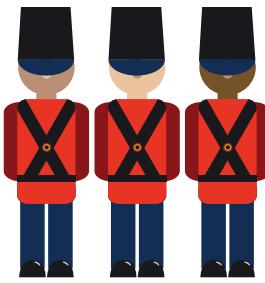




Rolfe's Nursery School
www.rolfesnurseryschool.co.uk



Appointment of Head Teacher for Rolfe's Nursery School



Introduction



Rolfes Nursery School is a wonderful, happy nursery school situated just off the Portobello Road in North Kensington. It aims to make each family feel unique, special, cared for and valued and to ensure that each child achieves the very best start to their educational journey.

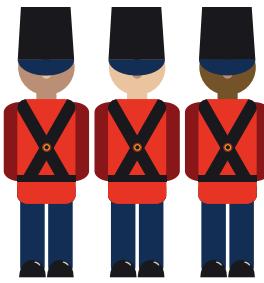
This is an exciting opportunity for a dynamic leader with a passion for Early Years Education to build on this outstanding nursery school's established reputation and take it to the next stage of its development.

In bespoke premises that are beautifully designed, child friendly and exceptionally well resourced, Rolfes Nursery School aims to provide the very best start to each child's education. The combination of outstanding teaching, care and support, superb facilities and close relationships with parents underpins all that is at the heart of this exceptional nursery school.

In an atmosphere that is relaxed but dynamic, children are encouraged to explore a wide range of experiences through active learning as they progress through the Early Years Foundation Stage. With a carefully planned programme of activities every child's natural curiosity is fostered and their desire to discover, learn and understand is nurtured and developed.

The nursery school welcomes children from the age of 2.5 years and offers a two year programme with children attending either morning, afternoon or full-time sessions during term times only. The children transition into some of the most prestigious independent schools in West London including those within the Alpha Plus Group.

For more information about the school please visit the [website](#).



The Role

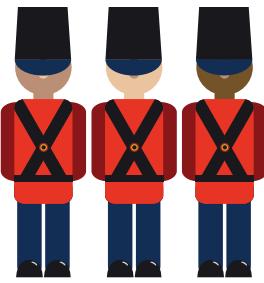


The new Head will be an energetic leader with proven management skills, an eye for detail and a passion for delivering excellence. They will have the ability to form warm, professional relationships with parents and staff and ensure that children are happy and confident in their company.

The Head has overall responsibility for the professional leadership, care, education and commercial success of the nursery school and as part of the Alpha Plus Group is expected to provide the children with a Gold Standard level of education with a commitment to teaching, learning and welfare that meets the needs of every child and the expectations of the parents.

The appointment is for a B.Ed/PGCE or equivalent qualified teacher with experience of the independent private sector, strong interpersonal skills and a passion for early education. They would enjoy the challenge of leading, motivating and developing this inspirational nursery school; have a genuine desire to promote excellence at every level, maintain the school's outstanding Ofsted rating and carry its vision forward.





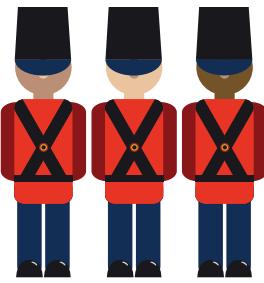
Learning at Rolfes



The nursery school follows the Early Years Foundation Stage curriculum with a focus on imaginative and exploration at the heart of the children's first experience of education.

Rolfes Nursery School's reputation is founded on high standards and quality learning facilities, but also on the warm atmosphere throughout the nursery school. Teachers are highly experienced and enthusiastic and deliver an educational programme that is challenging and fun, where children learn from a wide range of activities and additional specialist subjects including Drama, Dance, Science, Art Appreciation and French.

Children are carefully prepared for preparatory school assessments at 4+ and their transition to school and the rigour of the reception year. There are a number of wonderful events throughout the year including Christmas Concerts, Easter Bonnet Parades and a traditional Sports Day, complete with egg and spoon races and jam tarts!



The Alpha Plus Group



The Alpha Plus Group currently consists of a total of 20 schools, colleges and nursery schools all of whom seek to deliver the gold standard in education.

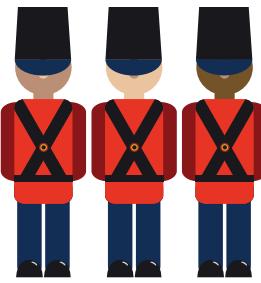
All the Alpha Plus Schools benefit from being exceptionally well resourced with up-to-date technology and a modern leaning environment. Each Head is afforded significant management authority and every school retains its own identity but with the benefits of financial security, camaraderie and the opportunity for sharing best practice by belonging to one of the country's leading educational groups.

More information can be found at on the Alpha Plus Group [website](#).



the Gold Standard in education





Job Description

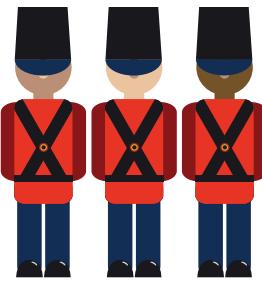


1. Strategic Planning & Vision

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the nursery school;
- Work with the nursery school's leadership team to ensure effective implementation and monitoring of the nursery school's strategic plans; and
- Take advantage of a range of national and local initiatives to drive up all aspects of performance.

2. Early Years Education

- Promote excellence in early years education;
- Create an environment that puts achievement at the heart of all that the nursery school does;
- Promote a culture of personal accountability and passion for early years education;
- Develop and implement an appropriate curriculum for the nursery school that takes into account the age, aptitudes and needs of all children;
- Review the curriculum annually and ensure that it is delivered effectively;
- Manage realistic targets that demonstrate excellence in the learning and development opportunities offered; Ensure that the children's personal development is effectively promoted through the curriculum and other activities;
- Monitor standards and use the data to provide support and challenge as necessary; and
- In conjunction with the other Principals and Heads across the Alpha Plus Group, contribute to the dissemination of best practice that can be shared across the Group.

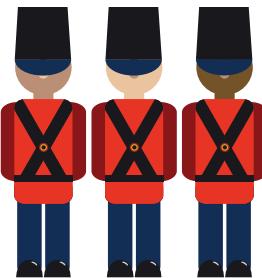


3. Leadership

- Encourage whole-school commitment and shared responsibility for the nursery school while developing the school's supportive ethos;
- Demonstrate a warm, caring personality that is friendly and approachable to families
- Motivate staff and children through personal interest, encouragement and knowledge of individual needs;
- Provide the lead to the nursery school on academic, pastoral, spiritual, moral and extra-curricular matters;
- Encourage children to show high standards of behavior;
- Appoint staff and manage their performance in line with the prevailing legislation through the provision of appropriate induction, training and performance management systems;
- Support middle and senior leadership to build capacity;



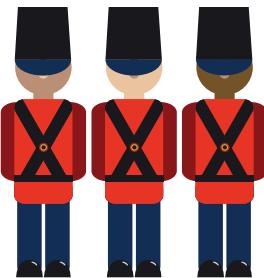
- Encourage and support excellence in early years care and education, ensuring access to appropriate continuing professional development opportunities for all staff; and
- Show commitment to their own training and development.



4. Commercial

- Take steps to ensure the nursery school remains competitive as the market changes;
- Develop and implement the marketing plan and carry out an ambassadorial role representing the nursery school;
- Ensure the efficient and effective use of resources (teachers, facilities and teaching materials) in the delivery of educational excellence;
- Take necessary steps to manage risk and have in place plans for disaster recovery;
- Take steps to actively manage Health and Safety in the nursery school including appropriate action on annual health and safety risk assessments; and
- Manage the cost base of the nursery school to deliver the profit target in the nursery school's budget. This includes tight monitoring and early action on invoices, payments and debtors as well as compliance with corporate rules governing purchasing and the recruitment of staff especially where Head Office approval is required.

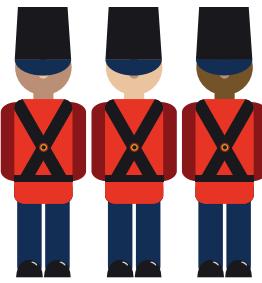




5. Communications

- Communicate regularly with parents on children's performance and well-being and promote excellent working partnerships between the nursery school and parents.
- Work to maintain effective partnerships with the community, promoting and representing the nursery school;
- Operate communication channels throughout the nursery school to ensure effective communication between the nursery school, staff, children and parents; and
- Provide information as required by the Alpha Plus Board, particularly reporting to the Board with data via the Director of Schools on a monthly basis and formally presenting to the Board as required.

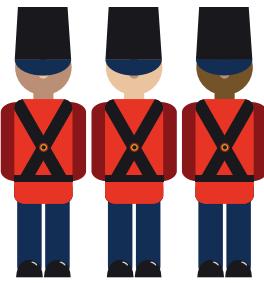




6. Compliance

- Maintain awareness of legal duties and standards of practice and ensure that these are appropriately observed by all staff within the nursery school through effective recruitment procedures, induction and regular ongoing training and communications;
- Assume the role of Designated Safeguarding Lead (DSL) or Deputy DSL if the role is more appropriately delegated to another senior member of staff;
- Ensure that all staff sign and have on file an annual Affirmation of Compliance with the Code of Ethical and Professional Conduct (which should include declarations such as having read and understood Keeping Children Safe In Education and / or other prevailing statutory requirements);
- Maintain a risk register and conduct other ongoing risk assessments as appropriate to be compliant with prevailing Health & Safety and Safeguarding standards;
- Ensure that group policies and local regulatory requirements for the curriculum, nursery school premises, health and safety and well-being of staff and children are met;
- Ensure that all policies and procedures are appropriately reviewed annually and that updated documents are maintained on the Group portal; and
- Ensure that the nursery school is appropriately prepared at all times for an external inspection.





Terms of appointment



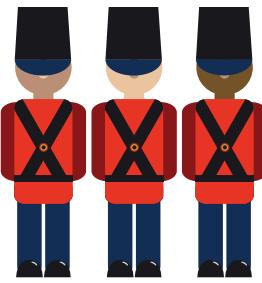
It is hoped that the successful applicant will be able to take up the appointment by September 2019 depending on the terms and conditions of their current contract.

Alpha Plus offers a competitive remuneration package to the successful candidate which reflects the high standing of this role.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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How to apply



If you would like to discuss the position in more detail, please contact:

Jenny Funnell: JennyFunnell@RSACademics.co.uk or 07941 221172.

Fi Hindley: FiHindley@RSACademics.co.uk or 07808 064166.

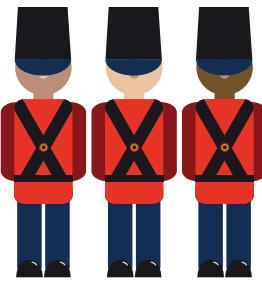
The deadline for receipt of applications is 10am on Tuesday 29th January 2019.

Candidates should complete their application form electronically and email it to RSACademics, together with a covering letter addressed to Jane Ritchie, Director of Nurseries, which explains their reasons for applying. There is no need to submit a CV.

The completed application form and covering letter (both as PDF files, please) should be emailed to Hilary Battye at applications@rsacademics.co.uk.

Hilary can also be reached by calling RSACademics on 01858 467449.





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The process is as follows:

- All applications will be acknowledged by email. If a candidate has not received acknowledgement that his or her application has been received within two working days of sending it, they should contact the Hilary Battye on 01858 467 449.
- The interview stage of the application process will be handled by Alpha Plus Group.
- **Long list interviews will take place at Rolfe's Nursery School on Wednesday 6th February 2019.**
- **Short list interviews will take place at Alpha Plus Offices on Monday 11th or Wednesday 13th February 2019.**
- Candidates will be reminded to bring with them the documents for a Safeguarding check and the originals of their academic qualifications certificates.

Alpha Plus Group is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

As an employee of Alpha Plus Group you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within Alpha Plus Group Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Founded in 2002 by Russell Speirs, RSAcademics specialises in schools, in the UK and internationally, advising on marketing strategy and research, leadership consultancy and the search and selection of Heads and senior staff. Comprising a team of the best schools' marketing professionals and respected former school leaders, RSAcademics provides a high-quality service to schools with rigour, experience and warmth. Please visit www.rsacademics.co.uk for more information.

