



Newcastle Nursery School's Federation

Application Pack

Executive Head Teacher

September 2026

Executive Head Teacher

Group 2: L13 to L19

Required from January 2027 (or as soon as possible after this date)

Permanent

Full time

Do you have the passion, drive and commitment to build on our success and lead our Federation of Nursery Schools into a vibrant and ambitious future?

The Nursery Federation consists of 3 schools across Newcastle Upon Tyne: Ashfield Nursery, Monkchester Road Nursery and Newburn Manor Nursery. These three schools are the only three stand-alone local authority run nursery schools in Newcastle. All 3 nurseries have a long history of offering high-quality nursery education which fully meets the needs of each child.

The Governing Body are looking for a truly inspirational Executive Head Teacher who balances visionary, strategic leadership with hands-on expertise in child development, pedagogy and staff development.

The successful candidate will be someone who is able to combine high-level operational oversight with a genuine passion for early childhood education. They will have a strong understanding of the Early Years Foundation Stage (EYFS) and be an advocate for early intervention, inclusive practices (SEND), and for prioritising the social and emotional well-being of our youngest learners. They will be committed to safeguarding and promoting the welfare of children and will be able to ensure all staff share this commitment.

If this is the next step for you, come and see us! The Governing Body would be delighted to hear from you. Opportunities to visit two of our nurseries are detailed below

Visits to nurseries:

-Thursday 1st October 2026 ~1:30-2:30pm (Ashfield)

-Thursday 8th October 2026 ~1:30-2:30pm (Monkchester Road).

To join a visit please sign up [here](#)

Application packs are available from the three schools' websites.

Completed application forms and a safer recruitment form should be sent to the federation business manager Louise Grant:

louise.grant@monkchesterroad.newcastle.sch.uk

- **Closing Date:** Wednesday 14th October 2026
- **Shortlisting:** by Friday 16th October 2026
- **Interviews:** 22nd and 23rd October 2026



Monkchester Road Nursery



Ashfield Nursery School and

Al2gether @ Ashfield

Dear Applicant,

Appointment of Executive Head Teacher

Thank you for the interest you have shown in the post of Executive Head Teacher, at the Newcastle Nursery Schools' Federation

The Governing Body is looking for a truly inspirational Executive Head Teacher who will invest their time in three wonderfully unique nursery schools and will put their own mark on our children, staff and schools. Currently the Federation has two acting heads of school who will be able to support the successful candidate in their new role.

The Governing Body are looking to appoint an early year's expert with high aspirations for all our children. We are looking for a strong leader who will continue to evolve our provision and lead the schools through a significant period of change (both previous co-headteachers retired during the last academic year). Governors believe there are opportunities to expand and develop our early years education offer. The successful candidate should possess warmth and energy. They will have a clear vision in how to deliver high quality provision within the different nursery settings, meeting the needs of all our children and their families.

Our three schools have children who are happy and creative learners; staff who are enthusiastic and keen to develop their practice; supportive governors who will actively support the successful candidate; strong and effective links with parents, the community and a wide variety of outside agencies.

The attached job description and person specification provide more details about the role. You are warmly welcome to visit two of our schools to meet staff and children. Visits will take place as follows with senior leaders and governors:

Thursday 1st October 2026 ~1:30-2:30pm (Ashfield)

Thursday 8th October 2026 ~1:30-2:30pm (Monkchester Road).

To join a visit please sign up [here](#)

If you would like a discussion about this post in more detail please contact me by email: darren.kidger@newcastle.gov.uk

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

Darren Kidger

Chair of Governors



Newburn Manor Nursery School



Monkchester Road Nursery



Ashfield Nursery School and

Al2gether @ Ashfield

JOB DESCRIPTION

Post: Executive Head Teacher

Reports to: Newcastle Nursery Schools' Federation Governing body

Grade: L13 – L19

General duties and responsibilities of the Executive Head Teacher are set out in the Headteachers' Standards 2020 against the ten standards. The governing body feels the standards are underpinned by consistently high standards of principled and professional conduct, including the Seven Principles of Public Life, commonly known as the Nolan Principles.

Purpose

To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential. Lead the Federation Nursery Schools in achieving excellence, with a focus on continuous improvement and raising standards. Contribute to the teaching commitment appropriate to the staffing profile of the Nursery Schools and number of children on roll.

Main Duties and Responsibilities

In addition to the requirements set out in the current School Teachers Pay and Conditions Document, the Head Teacher is responsible for setting and maintaining a high standard in the following areas:-

Strategic Leadership

1. Provide clear strategic leadership and direction across all three nursery schools, establishing a shared vision, values and culture that promotes high-quality early years education and care.

2. Lead the development, implementation and evaluation of a multi-school strategic plan that secures continuous improvement and excellent outcomes for all children.
3. Analyse and use performance data, self-evaluation and external evidence to identify priorities, manage risk and drive improvement across the organisation.
4. Oversee thorough self-evaluation, quality assurance, and performance management throughout all three schools.
5. Maintain awareness of relevant local and national issues impacting nursery schools.
6. Prioritise teaching and learning in strategic planning and resource management.
7. Hold overall responsibility for health and safety compliance, ensuring robust risk assessments, safe systems of work and a secure learning environment.
8. Anticipate and respond strategically to changes in national policy, legislation and local priorities affecting early years education.
9. Drive innovation and continuous improvement, ensuring the organisation remains at the forefront of excellent early years practice.

Teaching and Learning

1. Ensure consistency of educational standards, safeguarding practice, inclusion, curriculum design and quality assurance across all schools while recognising and responding to the unique context of each setting.
2. Lead learning across the nursery schools ensuring that the curriculum aligns with the Early Years Foundation Stage (EYFS) and that high-quality provision is delivered for children with Special Educational Needs and Disabilities (SEND).
3. Ensure nurseries are fully compliant with Ofsted requirements always maintaining readiness for inspection.
4. To lead the educational development of the schools and ensure that each child's educational programme meets their individual needs.
5. To monitor and evaluate the standards of teaching and learning and children's progress.
6. Champion inclusion, ensuring that all children, particularly those with SEND, disadvantage or additional vulnerabilities, have equitable access to high-quality provision and achieve their full potential.
7. Teach when required.

Leadership and People Management

1. Lead and support Heads of School to achieve agreed priorities, holding them accountable for performance while fostering professional autonomy and leadership development.
2. Build organisational capacity through succession planning, talent development and workforce strategy to ensure sustainable leadership across the schools.
3. Manage and motivate all staff to ensure the curriculum is delivered effectively.

4. Provide opportunities for continuing professional development for all staff. This includes own professional development to ensure professional skills are kept up to date and developed.
5. Manage the performance of all staff in line with statutory requirements and delegate responsibilities where appropriate, ensuring the highest quality of performance. Address underperformance with corrective action and follow-up.
6. Implement policies and foster equality of opportunity in line with the Equality Act 2010.
7. Develop and maintain effective governance arrangements, working closely with governors/trustees to ensure strong accountability, regulatory compliance and strategic oversight.

Teacher standards

1. Maintain high expectations for teaching and children's progress.
2. Ensure subject knowledge and pedagogical skills are current.
3. Support professional development and reflective practice.

Financial Management

1. Assume overall responsibility for the schools' budgets and allocate resources in accordance with the policy framework established by the Governing Body.
2. Ensure that the management, financial operations, organisation, and administration of each nursery school align with its vision and values.
3. Lead strategic financial planning and resource management to secure value for money and maximise investment in children's learning, wellbeing and development.

Stakeholder Engagement

1. Work closely with the governing body to ensure the schools operate effectively and efficiently, leading to highly effective provision. To provide regular reports to the governing body on the impact of the work of the schools.
2. Develop positive relationships with parents arranging for parents to be given regular information about the curriculum, progress of their children and other matters affecting the school.
3. Represent the schools at local, regional and national level, developing productive partnerships with local authorities, schools, health services, early years providers and other stakeholders.
4. Work effectively with other professionals to ensure the best possible skills, resources and environment are available for all children in order to maximise their potential.
5. Provide opportunities for developing inclusive practice for both children and staff in partnership with relevant organisations.

Safeguarding

1. Act as a strategic safeguarding leader, ensuring consistent and robust safeguarding practice across all schools in line with Keeping Children Safe in Education (KCSIE).
2. Ensure compliance with statutory duties including safeguarding, safer recruitment, health & safety, equality and data protection.
3. Promote a culture of safeguarding, wellbeing, equality, diversity and inclusion across all schools.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Governing Body may determine.

The organisation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The successful applicant will be subject to full enhanced DBS check for regulated activity and safer recruitment processes before an offer of appointment is made – and these will be subject to rechecking as appropriate.

Date: September 2026

Newcastle Nursery Schools' Federation



Newcastle Nursery Schools' Federation – Executive Headteacher Person Specification

Essential Requirements

1. Qualified Teacher Status (QTS)
2. Early Years Qualification with significant experience of working within the Early Years Foundation Stage.
3. Leadership experience at headteacher, senior leadership team or an EYFS lead level (minimum 3 years for the latter two).
4. Proven ability to build high-performing teams and develop leadership capacity.
5. Demonstrable evidence of raising standards and improving the quality of education.
6. Experience of monitoring performance, analysing data and using evidence to drive improvement.
7. Strong understanding of inclusive practice, safeguarding, SEND and supporting vulnerable children and families.
8. Experience of working effectively with external agencies and multi-disciplinary professionals.
9. Experience of strategic budget management and resource allocation. Track record of securing value for money while maintaining high-quality provision.
10. Experience of working effectively with governing bodies, trustees or similar strategic boards.
11. Experience of building partnerships with local authorities, schools, health services and community organisations.

12. Experience of presenting reports and recommendations to governors and stakeholders.
13. Proven ability to lead improvements and raise standards.
14. Experience of monitoring and evaluating staff and children's performance and supporting, challenging and intervening as appropriate. Ability to develop, inspire and motivate staff
15. Experience of successful change management
16. Ability to analyse data from a wide variety of sources and solve complex problems
17. Awareness of current educational issues, particularly in Early Years.
18. Ability to communicate clearly and unambiguously to a range of audiences, together with an ability to negotiate at all levels
19. Experience of managing a budget
20. Commitment to own personal development
21. Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role
22. Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
23. A strong commitment to Safeguarding children and proven knowledge of Keeping Children Safe in Education (KCSIE) Experience of leading safeguarding within an educational setting, with appropriate DSL accreditation
24. Provide visible leadership on equality, diversity and inclusion and health and safety, ensuring statutory compliance and a culture of shared responsibility across all settings
25. Experience of Ofsted inspections and post-inspection planning

Desirable Requirements

1. Recognised Leadership Qualification (NPQH or NPQEL)
2. Experience of leading, developing and performance-managing senior leaders.
3. Teaching experience in more than one establishment and in a variety of approaches
4. Experience of successful partnership working with parents and other stakeholders

Additional Requirements

- No adverse criminal record, Enhanced DBS will be undertaken
- Suitability for working with children and families
- Flexible approach to work, location and duties

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references and pre-employment checks in line with safer recruitment guidelines.

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Check with Children's Barred List from the Disclosure and Barring Service