

Post Title: Nursery Leader

Grade: 7 (21- 26)

Responsible to: Executive Headteacher

Job Purpose:

The Nursery Leader is expected to lead the nursery staff team to ensure the provision of high quality Early Years Education for children aged 2-4 years. The nursery leader will be expected to work in partnership with the Federation's Executive Headteacher and Federation Deputy Headteacher to ensure the provision of an exemplary EYFS from 2yrs to the end of the reception year

Main Duties

To be responsible for the delivery of high-quality care and early learning provision, the management and maintenance of an effective learning environment and the supervision and welfare of children throughout the nursery setting.

- Drive and deliver the highest standards of care and education throughout the Nursery as detailed in the EYFS, relevant Ofsted inspection frameworks and models of exemplary practice and research
- Enable the effective delivery of the Nursery curriculum and EYFS framework
- Ensure throughout the Nursery that there is a commitment to the ethos and expectation of Stonehouse Park Federation
- Working with the Executive Headteacher maintain a business growth and development plan for the nursery
- Be committed to the on-going development of the nursery so that it leads the way in what is exemplary practice
- Manage communications and relationships with outside agencies such as Early Years Advisors, Special Educational Needs Staff, Social Care staff and Health professionals for the benefit of the children and nursery
- Ensure systems are in place for observations, assessments and records.
- Ensure that all staff develop positive relationships with parents/carers. This includes modelling effective speech, written communication and conduct
- Oversee the Health & Safety and cleanliness of the nursery setting working in conjunction with the federation senior administrator
- Lead the team in the planning and development of an inspiring and creative environment which works in harmony with and supports the curriculum expectation of the federation
- Lead the team in ensuring Safeguarding Children procedures are followed including allegations management and whistle blowing procedures and policies.
- Ensure early and expedient intervention for children with possible or existing special educational needs
- Manage the NEG funding portal and oversee the effective completion of all relevant documentation, including the systems for paid childcare.
- Cultivate positive relationships between the nursery team and parents and carers
- Ensure all Nursery staff provide a warm, welcoming & nurturing environment for all parents/carers.
- Enable the needs of children with SEND to be met through working with the nursery SENCO and federation SENCO and following the Gloucestershire Graduated Pathway to provide timely support for intervention
- Develop, mentor and train staff to ensure high calibre practitioners working at the forefront of current thinking
- Manage recruitment and HR for the nursery working with the Executive Headteacher and federation business manager in line with federation policies and procedures

- Monitor and manage the Nursery finances working with the Executive Headteacher, Federation business manager and Governors.
- Collect and manage funded hours to the agreed Local authority expectation and current Government initiatives

Supervision

General direction and work expectations will be provided by the Executive Headteacher. The Nursery Leader will be expected to be capable of managing the day to day running of the nursery independently.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the federation policy and the most recent publication of Keeping Children Safe in Education.

Physical Effort

Occasional lifting may be required to move equipment, resources and occasionally children. There is a need to be able to work at the children's level and to sit on the floor at times.

Working Environment

Most activities will be undertaken within nursery premises. The postholder may occasionally be required to change nappies, attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Standards and quality assurance

- Support the aims and values of the federation.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open days.
- Uphold the federation's policies and procedures
- Actively participate in staff training and implementation of initiatives.
- Engage fully with team and staff meetings.

Special Notes Or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Line Manager) Date:** _____