



Stonehouse Park
Federation

STONEHOUSE PARK FEDERATION Deputy Nursery Lead JOB DESCRIPTION

Post Title: Deputy Nursery Lead

Grade: Grade 6 (14-18)

Responsible to: Nursery Leader

Job Purpose:

Maintaining a high quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. To be creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the nursery lead and work of the Federation. To model high quality interactions with children. To lead the nursery in the absence of the Nursery Leader.

Main Duties

To be a key part of the nursery leadership team, responsible for the general day-to-day running of the nursery. Creating a stimulating, positive environment for children to learn. Ensuring that children are safe, happy and constantly learning in their environment.

- Ensure throughout the Nursery that there is a commitment to the ethos, aims and values of Stonehouse Park Federation
- To establish positive relationships with parents, carers and staff
- Support, and be able to deputise for, the Nursery Lead
- Acknowledge the talents/skills held by practitioners, using these to support the goals of the room and the setting
- Model high quality interactions with children
- Guide new practitioners through the expectations and daily tasks provide advice or support to staff when needed
- Identify any training needs and work with the leadership team to meet these
- Support apprentices with their learning, give guidance, model good practice, give feedback and communicate with tutors alongside the Nursery Lead
- Be committed to the on-going development of the Federation so that it leads the way in what is exemplary practice
- Ensure observations, assessments, 2 year checks and records are completed for all children in the setting
- Provide a warm, welcoming & nurturing environment for all parents/carers and support with accessing communication and paperwork when needed
- Deliver an effective and engaging curriculum in line with the EYFS framework
- Communicate with outside agencies, when required, such as Early Years Advisors, Special Educational Needs Staff, Social Care staff and Health professionals for the benefit of the children and nursery
- Meet the welfare needs of all children in the room in line with statutory welfare requirements
- Create and maintain a positive, stimulating and engaging learning environments
- To attend to children's personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided)
- Ensure the Health & Safety Policy and hygiene requirements are followed by staff i.e. at nappy changing, lunch, snack etc.
- To understand and respond positively to the physical, emotional and/or behavioural needs of children and to encourage participation and independence

- Ensure children’s key workers take responsibility for supporting children with disabilities or special educational needs and their families
- To work with the SENCO and SALT delivering appropriate aspects of key documents (such as Speech and Language Reports, Educational Psychology reports, ‘MyPlans’ and IEPs), and to participate in reviews, as required
- The post holder must respect the confidentiality of families
- To carry out safeguarding responsibilities in line with the federation policy and the most recent publication of Keeping Children Safe in Education, logging behaviour incidents, pastoral updates and concerns using CPOMS (Child Protection Online Management System)
- To be flexible in working arrangements in order to best meet the needs of children in the nursery

Supervision

General direction and work expectations will be provided by the Executive Headteacher. The Nursery Deputy Lead will be expected to be capable of managing the day to day running of the nursery in the absence of the Nursery Lead.

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 federation 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:** _____