

Job Description

Job title: Nursery Lead

Reports to: EYFS Lead

Responsible for: Leadership of Nursery Provision

Pay Scale: Grade 4

Overall Job purpose:

To lead the day-to-day organisation, delivery and quality of provision within the school nursery, ensuring a safe, nurturing and ambitious early years environment. The Nursery Lead will model high-quality interactions, support excellent practice across the team, and ensure that all children make strong progress in line with the EYFS Statutory Framework. The role is carried out **under the guidance, direction and oversight of the EYFS Phase Leader**.

Principal Duties and Responsibilities

1. Leadership of Nursery Provision

- Lead the daily running of the nursery, ensuring routines, provision and interactions reflect high-quality early years practice.
- Model exemplary practice in communication, interaction, behaviour support and play-based learning.
- Support the EYFS Phase Leader in implementing the school's vision for early years.
- Ensure the learning environment is well-organised, purposeful and aligned with curriculum intentions.
- Oversee the deployment of support staff within the nursery, ensuring consistency and clarity of roles.
- Maintain high expectations for all children, including those with SEND or emerging needs.
- Be allocated dedicated time to prepare activities and set up the classroom. The working hours will be reflected to ensure the role is achievable within the time frame.
- The curriculum is already planned, and the Nursery Lead will not be expected to complete planning themselves; however, they may adapt tasks to follow children's interests and needs.

2. Teaching, Learning and Curriculum

- Deliver high-quality learning experiences through play, adult-led activities and continuous provision.
- Adapt pre-planned curriculum activities where appropriate to respond to children's interests, developmental needs and next steps.
- Contribute to planning that reflects children's interests, developmental needs and next steps.
- Implement the EYFS curriculum effectively, ensuring progression across all areas of learning.
- Use high-quality interactions to extend language, thinking and social development.
- Support early phonological awareness, early maths, early writing and communication skills.
- Ensure provision is inclusive, developmentally appropriate and ambitious for all children.

3. Assessment and Record Keeping

- Observe children regularly and contribute to accurate, meaningful assessment.
- Identify next steps and feed these into planning and provision.
- Maintain key person responsibilities, including building strong relationships with families.
- Share assessment information with the EYFS Phase Leader and Reception team to support transition.
- Contribute to reports, learning journeys and statutory assessments as required.
- Assessment processes will be streamlined and designed to be completed during the nursery day wherever possible, avoiding additional workload outside paid hours.

4. Safeguarding, Welfare and Behaviour

- Ensure the nursery is a safe, secure and nurturing environment at all times.
- Follow all safeguarding procedures and report concerns promptly.
- Support children's emotional regulation using developmentally appropriate strategies.
- Promote positive behaviour through modelling, co-regulation and consistent routines.
- Ensure high standards of hygiene, supervision and risk management.

5. Partnership with Parents and Carers

- Build warm, professional relationships with families.
- Share information about children's learning, progress and wellbeing.
- Support parents with strategies to promote learning at home.
- Contribute to induction, settling-in processes and transition arrangements.

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- The Nursery Lead will not be expected to carry out home visits or parents' evenings; instead, the school will use creative approaches to parental engagement such as more frequent 'stay and play' sessions.

6. Professional Development and Teamwork

- Work closely with the EYFS Phase Leader to reflect on and improve practice.
- Participate in training, coaching and professional development.
- Support the induction and development of new staff, students or volunteers.
- Contribute to a positive, collaborative and reflective team culture.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Head of School/EYFS Lead
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Person Specification

Criteria	Essential	Desirable	How tested
Qualification	Level 3 Early Years qualification (or equivalent).		Certificates to be provided
Experience	Strong understanding of child development and the EYFS Statutory Framework.	- Experience in a school-based nursery. - Experience supporting children with SEND.	Application and interview
Knowledge and Skills	- Experience working in an early years setting, ideally with 3-4 year olds. - Ability to lead routines, provision and staff within a nursery environment. - Excellent communication and interpersonal skills.	- Training in communication-rich practice (e.g., Makaton, WellComm, ECAT). - Paediatric First Aid qualification.	Certificates to be provided, interview

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	• Ability to form warm, secure relationships with children and families. • Commitment to safeguarding and inclusive practice. • Willingness to work flexibly to support classroom preparation time as required.		
Personal attributes	• Punctual, dependable and trustworthy • Is proactive and actively seeks solutions • Discreet, tactful and able to maintain confidentiality • Patient, courteous and positive		• Application and interview