

Job Title: Nursery Lead

Responsible to: Headteacher & Head of EYFS

Scale / Grade: Main Pay Scale for qualified teachers

Organisational Chart:



PURPOSE OF POST: The Nursery Lead Professional is responsible for leading, planning and delivering learning in the Nursery, in accordance with the curriculum and national guidelines. The post holder will be responsible for promoting the Mission and Catholic Christian character of the school. Within the EYFS, the teacher will:

- Plan and lead the provision in the Nursery, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline
- Prepare children to be school ready for full time Reception Education
- Understand the needs of Nursery aged children, in the context of early years education
- Promote high levels of achievement within the Nursery
- Support the implementation of the school development plan especially when it relates to the Nursery and to take responsibility for appropriately delegated aspects
- Ensure that Nursery parents are well informed and supported
- Be responsible for the pastoral care of pupils in the Nursery and promoting self-discipline and good behaviour at all times, in accordance with school policies

- Support the work of other adults in the Nursery
- Look for and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities
- Attend Primary staff meetings and CPD

OVERALL MANAGEMENT RESPONSIBILITIES

- To undertake the specific professional responsibilities as laid out in the current 'School Teachers' Pay and Conditions Document'.
- Support the Head of EYFS in the monitoring of the quality of teaching and children's achievements in Nursery
- Manage Nursery admissions, in conjunction with the Head of EYFS and the Headteacher
- Support with the 30 hours funding forms and top-up Nursery provision, working with the administration and finance team as appropriate
- Line-manage the **Nursery team** ensuring the effective management of discipline, performance, attendance, professional development and recruitment. Monitor the teaching and learning of others, contributing to the school's Appraisal process and coaching, mentoring and training colleagues.
- Maintain good behaviour within the **EYFS** Department and deal with unacceptable behaviour in line with the school's agreed Behaviour Policy.
- Ensure the effective deployment of staff and resources (ICT and consumables) within the department area of **Nursery**
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, pupils and parents to do likewise.
- To manage and lead the curriculum through developing the MFL team, ensuring all members of the team are improving outcomes for students, at KS3, KS4 and KS5.

SPECIFIC DUTIES

- Lead on all aspects of the Nursery curriculum including:
- Implement effective intervention strategies to ensure accelerated progress for students who may be working below age-related expectations
- To ensure the effective/efficient deployment of Nursery support to ensure those with SEN(D) and their individual needs are met to support outstanding learning.
- To attend to the needs of Early Years disadvantaged pupils through enhanced provision where required

HEALTH AND SAFETY.

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Work flexibly in order to support staff / pupils at times of crises in order to maintain the smooth running of the school and safety of the school community.

CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL

- In conjunction with the Head of EYFS, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - including the incorporation of targets related to leadership, evaluating and improving own practice.
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

CONTINUING PROFESSIONAL DEVELOPMENT – STAFF

- In conjunction with the Head of EYFS, think about the provision of high-quality professional development and line manage staff in the **Nursery Team** - deploying staff effectively, in order to enable staff to achieve a good Work/Life balance.
- Mentoring other colleagues in the team to improve the quality of teaching and Learning.
- Maintain a professional portfolio of evidence to support the Appraisal process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the school and the pastoral care of the pupils in their charge. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Elements of this job description and changes to it may be determined by the Headteacher following appropriate discussion or agreed by the Headteacher following request by the incumbent of the post. The decision of the Headteacher is final.

SAFEGUARDING

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure to be undertaken. Therefore, it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore, applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice.

'The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Prohibition Order Check and the Disclosure & Barring Service.'

Person Specification for NURSERY LEAD.

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. **Essential (E):-** without which candidate would be rejected **Desirable (D):-** useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Working knowledge of the theory and practice of teaching in EYFS	1,2	Evidence of continuing professional development	1,2
	Excellent practice within the classroom	1,2	Use of ICT to support learning in teaching	1,2
		1,2	Understanding of self-evaluation and monitoring	1,2

Skills/Abilities	Understanding of self-evaluation and monitoring	1,2		
	Use of ICT to support learning in teaching	1,2		
	Up-to-date with current developments in EYFS	1,2		
	Able to enthuse nursery children by teaching imaginatively, employing a variety of teaching styles	1,2		
	Ability and experience of working collaboratively with other members of staff	1,2		
	Able to create a positive, inclusive learning environment	1,2		
	Able to create differentiated learning opportunities for all nursery children	1,2		
	Able to use data analysis to support the nursery children's learning and ensure excellent progress	1,2		
	Able to assess the needs of individuals to inform the targeting of individual needs.	1,2		
	Able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.	5		
Equality Issues	Demonstrable commitment to inclusive teaching and learning.	2,5		
	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2		

Competencies	Able to demonstrate: Appropriate motivation to work with young people Ability to form appropriate relationships with young people Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining discipline.	1,2 1,2 1,2 1,2		
Specialist Knowledge	Subject/KS knowledge.	1,2,5		
Education and Training	Qualified Teacher Status or equivalent Early Years Qualification. Evidence of ongoing CPD	4 1,2	CCRS	1,2
Other Requirements				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The Job-holder will ensure that Cardinal Newman School's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).
- (iv) Code of Conduct

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