

### Wootton Park Nursery

Wootton Hall Park, Northampton. NN4 0HZ

GRADE:  
NJC Scale G8 -12

EMPLOYED BY:  
Wootton Park Academy Trust

LINE MANAGER:  
Head of Nursery

### BROAD DESCRIPTION OF ROLE

- ✓ To provide cover for the Nursery including the Head of Nursery, deliver and ensure a high standard of learning, development and care for children aged 2-5 years old.
- ✓ To manage the day-to-day activities and administration of the setting when covering the Head of Nursery
- ✓ To ensure that the school-based nursery is a safe environment for children, staff and others.
- ✓ To develop partnerships with parents/carers to increase involvement in their child's development.
- ✓ To support the management of all other staff within the nursery in the Head of Nursery's absence
- ✓ To work with reference to current legislation, Ofsted guidance, National Standards and EYFS.
- ✓ To ensure that health, safety and security measures are constantly upheld, monitored and maintained within the nursery environment and wider setting.
- ✓ To safeguard children, families, staff members and visitors at all times.
- ✓ To support with the planning and delivery of **activities** that meet the EYFS that are suitable to the age range of children in your care and any individual needs
- ✓ To be responsible for any tasks delegated by Head of Nursery or School Leadership Team as appropriate
- ✓ To work closely with the Early Years lead within Wootton Park School to support the running of the Nursery
- ✓ To support on nursery operations administration as directed

### TEACHING & LEARNING

- ✓ To be responsible on a day-to-day basis for the safety and care of children, working in line with all policies and procedures to the highest standards.
- ✓ To lead in the absence of the Head of Nursery to deliver a high-quality provision and care for young children and staff.
- ✓ To work closely with the Early Years Lead in delivering and planning the Early Years Foundation Stage Curriculum.
- ✓ To lead day to day teaching and provision in the setting. Including leading others in the team.
- ✓ To introduce innovative activities which continually challenge all children's learning and development.
- ✓ To lead the wider Nursery staff team, ensuring consistency and progression throughout the setting for all children.
- ✓ To ensure the confidentiality of information and data which relates to the children, families or other staff members.
- ✓ To reinforce learning opportunities, enable access to the EYFS curriculum and promote positive interactions
- ✓ To plan all activities to be fun with children being allowed to explore as many aspects of activities as they chose in line with the EYFS framework.
- ✓ To assist in the personal, social and emotional development of children and in the development of self-esteem as per national standards
- ✓ To identify any uncharacteristic behaviour patterns in children and take action to address/support as appropriate
- ✓ To record information relevant to learner assessment and review, carrying out appropriate administrative tasks related to learner progress including use of Tapestry.
- ✓ To lead in the use of Tapestry across the nursery setting.
- ✓ To liaise with colleagues, parents/carers, external agencies and other relevant stakeholders, sharing and providing information as appropriate and acting on advice given
- ✓ To attend child Progress, EHA and EHCP review meetings, as appropriate
- ✓ To monitor and provide for the general care, safety and welfare of children (and where children have SEND that includes the need for personal care, provide this within the H&S guidelines, as necessary).
- ✓ To change nappies, toileting and keeping children clean. Providing support and care for children as required
- ✓ To undertake domestic jobs within the nursery where required e.g. preparation of snack meals, cleaning of equipment, putting out bins, doing the laundry, etc

### NURSERY/SCHOOL SUPPORT

- ✓ Under the direction of the Head of Nursery, to lead the day-to-day management of the learning environment including being responsible for the care and preparation of teaching aids, equipment, displays, materials as appropriate

- ✓ To undertake induction training, participate in the staff review/appraisal/performance process and make use of professional development opportunities.
- ✓ To carry out the duties of the post in ways which contribute to a supportive working environment within the school, for example, to be aware of tasks undertaken by other staff in order to provide support or cover when required
- ✓ To adhere to and maintain Nursery and Trust policies, routines and codes of conduct and support the ethos of the Nursery
- ✓ Under the direction of the Head of Nursery, to lead staff meetings as necessary, where appropriate and relevant, and other activities held outside normal working hours
- ✓ To understand the Nursery's policies relevant to the specialist subject/support provided
- ✓ To support on nursery operations administration as directed
- ✓ To ensure an understanding of special educational needs and disabilities as defined in the SEND Code of Practice 2015 and support staff in the setting with this.
- ✓ To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents/carers, children/learners and members of the general public
- ✓ To be responsible and accountable for carrying out the post with regard to the school's Safeguarding Policy, Equal Opportunity Policy, Health and Safety Policy and Health and Safety at Work Act

## LEADERSHIP

- ✓ To inspire staff and children with the highest standards and expectations.
- ✓ To ensure the values, aims, priorities and policies of the Trust are adhered to.
- ✓ To always act as a positive representative of the Trust and its children/families.
- ✓ To organise, inspire and motivate the Nursery team.
- ✓ To provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress.
- ✓ To take on additional responsibilities, as required by the Head of Nursery, Chief Executive and the Leadership Team.

## SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of children. Staff must be aware of the systems within the nursery that support safeguarding and must act in accordance with the nursery's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

## HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park Nursery's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*