



**CLOWNS NURSERY**  
**MANOR HOUSE PRE SCHOOL**



## Job Application Pack

### EYFS Assistant Head and Inclusion Lead

Permanent Position, 46 Working Weeks a Year

Closing Date for Applications: Friday 20<sup>th</sup> March 2026



## ABOUT US

Clowns Nursery Manor House Pre-School is an exceptional, independent childcare provider for children aged 6 months to 4 years and 11 months. Located just a stone's throw from Hampstead Heath and Golders Hill Park, our purpose-built nursery features eight bright, spacious classrooms and three well-equipped gardens.

At Clowns, we focus on the learning journey, helping children develop the skills, attitudes, and mindset to overcome challenges and become confident, curious, and resilient lifelong learners. Our aim is to give every child the tools to thrive emotionally, socially, and academically.

We are an inclusive, welcoming community where every child, family, and staff member is valued and treated with respect. Passionate educators are at the heart of our nursery, and we encourage staff to share their individual interests and talents to enrich children's learning experiences.

We are proud of our outstanding 4+ results, with many of our children going on to secure places at highly regarded local independent schools – a testament to the care, expertise, and dedication of our team.

**Clowns Nursery is relentlessly committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**



## SUMMARY OF THE ROLE

The Assistant Head and Inclusion Lead provides both strategic and operational leadership across the Nursery, ensuring a high-quality educational experience within a nurturing and ambitious environment. The role involves leading and developing Nursery staff, fostering strong partnerships with parents, and promoting excellence in teaching, learning, and pastoral care.

As joint Designated Safeguarding Lead and Deputy SENDCo, the post-holder plays a central role in safeguarding and promoting the welfare of all children. Working closely with the Head and Deputy Head, they monitor pupil progress throughout the nursery, maintaining high standards and ensuring smooth transitions both within the setting and on to other schools.

The post-holder works alongside the Head, Deputy Head, and Head of Early Years to ensure full compliance with statutory EYFS requirements and to deliver outstanding early years provision. They champion the progress, learning, and wellbeing of all children, with particular focus on those who are vulnerable, require additional support, are newly arrived, in care, subject to Child Protection, have SEND, or demonstrate high levels of ability.

As a member of the Senior Leadership Team, the post-holder will work collaboratively with the Head, Deputy Head, Early Years Lead, Operations Manager and Development Manager, and reports directly to the Head.

**Teaching Commitment:** Although primarily a leadership role, the post-holder will teach a rising 4-year-old class for one full day per week.

# ABOUT THE ROLE

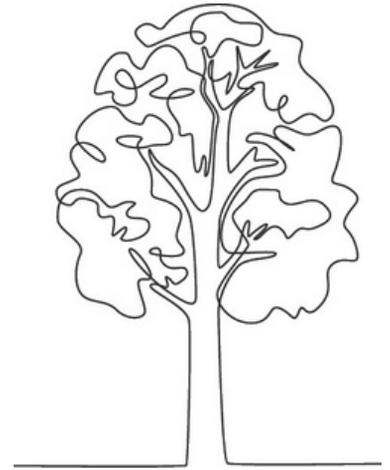
**Application deadline:** Midnight on Friday 20<sup>th</sup> March 2026

**Interviews:** Monday 23<sup>rd</sup> March 2026, Tuesday 24<sup>th</sup> March 2026, Wednesday 15<sup>th</sup> April 2026, and Friday 17<sup>th</sup> April 2026

**Employment Commences:** 1<sup>st</sup> September 2026

**Salary:** £50k - £70k, subject to skills and experience

**Contract:** Permanent, full-time (46 working weeks per year)



We reserve the right to interview, appoint, and close the advert early depending on the volume of applications we receive.

## ADDITIONAL BENEFITS

### Travel or Car Allowance

Up to £6000 per annum (£500 per month), paid in addition to annual salary.

### Additional holidays

In addition to the nursery's scheduled closures (21 days plus bank holidays), the post-holder will receive an additional two weeks of annual leave.

### Staff Wellbeing Programme

Opportunity to participate in an accredited, 12-week evidence-based resilience and mental health education programme, led by our dedicated Cognitive Development and Wellbeing Lead.

### Private Healthcare

Private healthcare provision.

### Professional Development

Extensive CPD and bespoke training opportunities to support continued professional development.

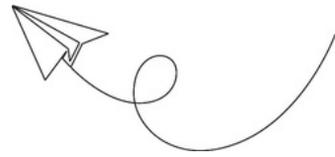
### Enhanced Pension Contributions

Enjoy enhanced employer pension contributions.

### Laptop Provision



# JOB DESCRIPTION



## INCLUSION

- Lead and develop the nursery's approach to inclusion to ensure compliance with statutory requirements and the Ofsted Early Years Inspection Framework.
- Act as the designated point of contact for inclusion.
- In collaboration with the SENDCo, support the early identification of children with additional needs or other vulnerabilities, including monitoring their progress and developmental outcomes.
- Support the SENDCo and Early Years Lead to adapt the curriculum, learning environment, and resources, as needed, to meet the diverse needs of all children.
- Provide guidance and training for practitioners on strategies for inclusion and differentiation. This includes the active promotion of reflective practice to ensure consistent high-quality inclusive teaching across the setting.
- Liaise with parents, carers, and external professionals (health, social care, specialist services) to support children's learning and development, in collaboration with the SENDCo.
- Champion equity, diversity, and anti-discriminatory practice throughout the nursery.
- Ensure evidence of inclusion practice is readily available for SLT meetings and Ofsted inspection, including policies, case studies, and impact statements.

## LEADERSHIP

- Provide line management and professional leadership to Nursery Staff.
- Work with the SLT to plan and organise Continuing Professional Development for all staff and particularly in relation to inclusion.
- To attend all INSET days, staff meetings, and nursery events outside of normal hours of work, including training courses when required.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with children, parents, and colleagues.
- To go about your duties with honesty and integrity and ensure the nursery needs are always met and take precedence.



# TEACHING, LEARNING, AND ASSESSMENT

- Teach one full day per week in a rising 4-year-old class, modelling outstanding Early Years practice.
- Oversee the timely completion of Two-Year Progress Checks (TYPCs) alongside the Deputy Head, supporting staff with observations, assessments, and report writing. This does not require prior experience, but a strong knowledge of the EYFS and Birth to Five Matters.
- Conduct learning walks, peer observations, and scrutiny of children's learning journals to assess the quality of teaching and learning across the Nursery, and provide constructive feedback, training and professional challenge where appropriate.
- Oversee and coordinate assessment and moderation processes within EYFS, ensuring accuracy, consistency and alignment with whole-nursery expectations.
- Analyse Pupil Progress information to identify the next steps in children's learning and development, and provide strategic support, feedback, and professional development for staff to ensure high-quality teaching and shared ownership of practice.
- Undertake joint observations and performance reviews of teaching staff in the Spring and Summer Terms, supporting professional development, planning, and the writing of effective observations.
- Assist teaching teams in producing high-quality reports twice yearly.
- Support staff in parent meetings and attend parents' evenings alongside the Head to discuss children's progress.



# SAFEGUARDING AND PASTORAL CARE

- Serve as Deputy SENDCo, coordinating intervention and enrichment provision for SEND, More Able and EAL.
- Act as one of the Designated Safeguarding Leads (DSLs), completing required DSL training, and ensure the welfare and safeguarding of every child within the Nursery.
- Keep up to date with safeguarding legislation and best practice, informing the Senior Leadership Team in a timely manner.
- Undertaking a daily risk assessment of the nursery, including all indoor and outdoor areas.
- Ensure all staff receive safeguarding induction training and remain fully conversant with relevant policies and procedures, including Working Together to Safeguard Children and KCSIE 2025.

## SAFEGUARDING AND PASTORAL CARE cont.

- Work closely with parents and carers on pastoral matters, ensuring timely communication, appropriate support, and coordinated intervention where necessary.
- Ensure compliance with the EYFS Statutory Framework and nursery's policies and procedures, maintaining high standards of provision, safeguarding and welfare.
- Maintain a strong knowledge of the Local Offer (Early Help) to support children and families effectively.
- Liaise proactively with external settings, professionals, and agencies to support individual children's learning, development, and wellbeing.

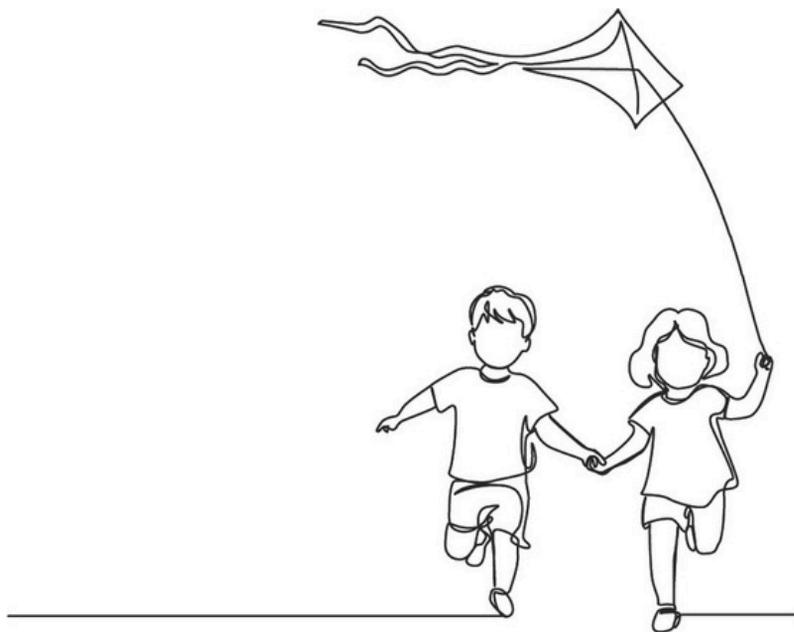
## PARENT PARTNERSHIP AND COMMUNICATION

- Model warm, professional, and timely communication with parents and carers, fostering strong partnerships that support children's learning, wellbeing, and safeguarding.
- Manage and resolve parents' queries, concerns, and complaints effectively, in line with safeguarding procedures and in collaboration with the Head, Deputy Head, and SLT.
- Support the SLT in planning and delivering parent engagement events, including nursery tours, introductory evenings, parent evenings, and parent meetings.
- Provide key dates, activities, and events to the Head to ensure inclusion is reflected in the nursery calendar and forward planning.



# EYFS LEADERSHIP AND COMPLIANCE

- Review, update, and contribute to nursery policies and procedures, ensuring alignment with statutory requirements, best practice, and the EYFS framework.
- Support inspection readiness, with particular focus on EYFS compliance, inclusion, quality of education, and continuous improvement across the nursery.
- Support the Head, Deputy Head, and SLT in implementing the EYFS and the new framework, ensuring consistency and high-quality practice across all areas of the nursery.
- In the absence of the Head and/or Deputy Head, take responsibility for all aspects of the nursery's operation and the day-to-day care and education of the children.
- Maintain comprehensive knowledge of the Ofsted Education Inspection Framework (EIF) and judgement criteria to guide leadership, EYFS compliance, inclusion, and continuous improvement.
- Adhere to confidentiality and information-sharing protocols, and comply with the Data Protection Act 2018, maintaining records and archive systems in line with statutory and procedural requirements.



## ADDITIONAL RESPONSIBILITIES

- Keep abreast of the latest Early Years nutrition guidance and best practice, updating policies, procedures, and menus in line with the Head Chef to ensure all meals and snacks remain healthy, balanced, and compliant with EYFS requirements.
- Promote sustainability and environmental responsibility, including supporting progress towards Eco-Schools status.

# THE CANDIDATE

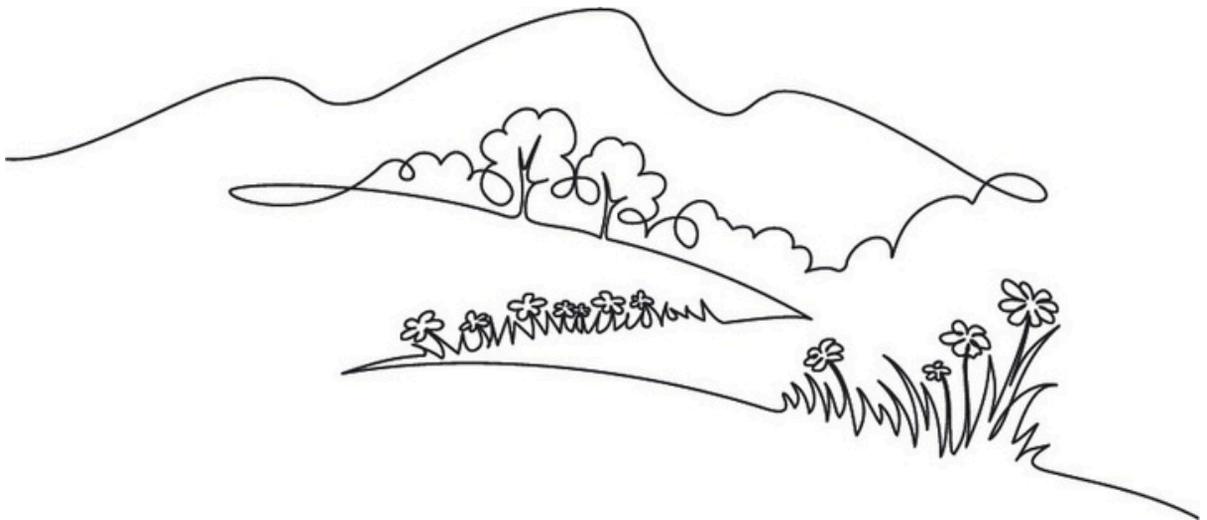


## Professional Knowledge & Compliance

- Secure knowledge of the Early Years Foundation Stage (EYFS), Working Together to Safeguard children and Keeping Children Safe in Education (KCSIE 2025).
- Strong understanding of the Special Educational Needs and Disability (SEND) Code of Practice.
- Knowledge of inclusive duties under the Equality Act.
- Secure knowledge of the new Ofsted inspection framework and the expectations related to leadership, inclusion, and quality provision.

## Qualifications & Experience

- Relevant degree (e.g. QTS in Primary Education), Early Years Teacher Status, or a full and relevant Level 5 Qualification (or above). Candidates with significant, relevant experience will also be considered.
- Experience at Senior Leadership Team level in a school or early years setting.
- Experience working with external professionals (e.g. Speech & Language Therapists, Health Visitors, Local Authority inclusion teams).
- Qualified SENDCo or willingness to undertake the qualification.
- Relevant Paediatric First Aid qualification desirable.
- Experience of Ofsted or ISI inspections as part of an SLT is desirable.



## Leadership & Operational Skills

- Experience supporting quality improvement, self-evaluation, and staff development.
- Ability to lead staff development, modelling inclusive practice.
- Experience contributing to staff supervision and performance management.
- Ability to deputise for the Head or Deputy Head, as required.
- Ability to coach, support and inspire staff, modelling effective early years pedagogy

## Personal Attributes and Qualities

- Excellent communication and interpersonal skills with young children, parents, carers, and staff, demonstrating empathy, clarity, and approachability.
- Professional integrity, sound judgement and ability to manage sensitive and confidential information.
- Resilient, proactive and solution-focused.
- Warm, patient, and enthusiastic leader with high expectations.
- Reflective and collaborative, with a growth mindset.
- Commitment to the nursery's vision, ethos and values.
- Ability to lead and represent the nursery in Ofsted inspections and communications.
- Strong organisational skills, with attention to detail and the ability to manage competing priorities.

## Inclusion and Pastoral Competence

- Demonstrated commitment to inclusive, child-centred practice.
- Knowledge of early identification and graduated approaches (Assess–Plan–Do–Review).



# CONDITIONS OF EMPLOYMENT

Clowns Nursery is relentlessly committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All staff members are required to support and promote the nursery's vision and ethos and policies and procedures.

All staff members must uphold the nursery's policies in respect of child protection and safeguarding, at all times.

All staff members will be expected to comply with any reasonable request from their line manager or the SLT to undertake work of a similar level that is not specified in this job description.

All staff members are required to participate in the nursery's supervision and appraisal cycle.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**

## **Candidates must have:**

- Right to Work status in the UK. This role does not offer sponsorship.
- A registered enhanced DBS certificate on the update service or have adequate documents to make an application.
- Have proof of their accredited qualification.





## HOW TO APPLY

Candidates will need to submit a fully completed application form. We do not accept CV's as a form of application.

Please complete the application form which can be found [online here](#).

Applicants must be willing to complete an application for an Enhanced DBS certificate and provide us with two reference contacts. We will seek references for shortlisted candidates after interview. **The closing date for all applications is midnight on Friday 20<sup>th</sup> March 2026.**

We welcome candidates to contact the Operations Manager and arrange to visit the nursery and meet the Head and Deputy Head prior to the deadline date for applications.

Interviews will be held on Monday 23<sup>rd</sup> March 2026, Tuesday 24<sup>th</sup> March 2026, Wednesday 15<sup>th</sup> April 2026, and Friday 17<sup>th</sup> April 2026

Shortlisted applicants will be invited to an onsite interview to meet the children and staff.

Applicants will be asked to complete written and practical tasks, including observations, planning and teaching a lesson, details of which will be sent out in the interview confirmation email.