



Nursery Leader (HLTA)

Job description

Details of Post

Title: Nursery Leader (HLTA)

School/ Trust: DHMAT – Condoval CE Primary School

Reporting to: EYs Lead / Deputy Head / Executive Headteacher

Main Workplace: Condoval CE Primary School – Nursery

Grade and SCP:

Purpose of Post

We are seeking a passionate, dedicated and experienced Practitioner to lead our new school Nursery. This is an exciting time for our school as we open our Nursery in January. The successful candidate will be required to take on managerial responsibilities, support the Nursery team, and work as part of the wider school team under the guidance of the Early Years Leader and SENDCO.

The Nursery Leader will work with children aged five and under, to deliver learning activities for individuals / groups, monitor and assess pupils. They will also need to report on pupils' achievements, progress and development.

The successful candidate will work closely with staff, parents and external stakeholders to provide safe, high-quality education and care for our youngest learners. They will lead and manage staff on a day-to-day basis and contribute to and implement early years policies. They will be responsible for promoting a safe, stimulating, and nurturing environment, inclusive of all.

Safeguarding requirement: Condoval CE Primary School is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.



Main duties:

1. To take responsibility for contributing to and following long-term, medium-term and short-term curriculum plans which take into account the requirements of the Early Years Foundation Stage (EYFS), and to monitor the effectiveness of the setting's curriculum; this may include working with external professionals.
2. To be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
3. To have an appropriate action plan in place which enables the setting to achieve and maintain a minimum expected Ofsted rating at the next inspection.
4. To support with performance management systems e.g. induction, probation, supervision, team meetings, appraisals and objective setting.
5. To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
6. To ensure the weekly planning of activities and events is shared with staff.
7. To be responsible for implementing our system of observation and record keeping so that children's progress and achievements are effectively and regularly assessed and to monitor the effectiveness of the assessment procedures.
8. To effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
9. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
10. To undertake Safeguarding Lead training.
11. To ensure records are properly maintained and updated, e.g. the daily attendance register, accident and incident records.
12. To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
13. To ensure Condoval CE Primary School – Nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, and safety procedures are implemented at all times.



14. To contribute to and to implement all early years policies, procedures and risk assessments, e.g. health and safety, confidentiality, food safety, setting hygiene.
15. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up-to-date with current good practice.
16. To ensure that accurate and up-to-date record keeping systems are in place e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
17. To maintain a safe and friendly environment, including tidying all indoor and outdoor areas, safe storage of all equipment, etc.
18. To assist children with personal care and promote personal hygiene skills.
19. To undertake any other reasonable duties as directed by EYs Lead / Deputy Head / Executive Headteacher, this could extend into the school, the school's wraparound care provision and St Edward's CE Primary School (soft federation).

This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the school or DHMAT. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.



Person specification:

Essential criteria:

1. At least six years' proven experience working in an early years or education setting.
2. At least Level 3 early years' education and childcare qualification or equivalent, preferably with a commitment to obtaining a level 4/5 qualification (HLTA).
3. Ability to ensure that the setting achieves and maintains at least an expected Ofsted rating.
4. Good understanding of child development, and of children's needs, inclusive of the Early Years Foundation Stage Framework.
5. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
6. Demonstrable and detailed knowledge of current legislation relevant to the early years.
7. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
8. Ability to comply with the requirements placed on the setting by the EYFS.
9. Ability to work with parents and families to encourage their involvement.
10. Ability to effectively market the setting to maximise occupancy levels and fee income.
11. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g. induction, supervision meetings, appraisals and setting objectives.
12. Demonstrate a commitment to continuously promoting a culture of safeguarding and confidentiality, including record keeping and storing.
13. Commitment to equal opportunities and an understanding of equality and diversity issues.
14. Good communication skills including the ability to write clear and comprehensive reports.
15. Ability to bring to the role, initiative, enthusiasm and commitment.



Station Road, Condoval, Shrewsbury SY5 7AA

Telephone: 01743 872108

Email: admin@condovalschool.co.uk

Web: www.condovalschool.co.uk

16. Flexibility and reliability.

17. Willingness to develop skills with further training.

Desirable criteria:

1. Level 4 or above early years education and childcare qualification or degree.

2. Up to date training in relevant certificates for example First Aid, Safeguarding, Prevent.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.