

Job Description

Title:	Nursery Lead	Grade:	TSPT8
Department:	Education	Reports to:	EYFS Lead
MAIN PURPOSE			
To work as part of a team providing a safe, caring and stimulating environment where children can develop to their full potential			
To plan and deliver care and education that meets the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS)			
To be flexible and willing to work in all areas of the nursery			
Maintain and develop good communication with colleagues, children, parent/carers and other professionals			
To work in partnership with all outside agencies for the best possible outcome for the individual child.			
Supervision, training and appraisal of staff.			
Part of management team, involved in planning and budget responsibilities			
RESPONSIBILITIES			
To plan, implement and evaluate activities to ensure all children have access to high-quality experiences and opportunities that cover all areas of the EYFS working with the Quality team and other partners			
To ensure all policies, practices, procedures and curriculum planning are delivered to reflect diversity and that they consider the needs of each individual child			
To be a key person for a group of children, working in partnership with the parents/carers to ensure all children achieve their full potential			
To regularly carry out and record observations on the children's play, behaviour and development using the statutory and non-statutory guidance			
Take a lead role in planning, development and organisation of systems/procedures/policies			
Manage records, information and data, producing analysis and reports			
Be responsible for the management of stock levels, including management of a budget and regular audit of resources			

Nursery Lead

Be responsible for maintenance/quality/safety of specialist equipment

Provide highly specialist advice and training as required

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the EYFS lead to support achievement and progress of pupils

To maintain the children's Learning Journals and share information with the parents/carers

To work in partnership with parents/carers to support children's learning at home

To ensure children are offered a safe environment by carrying out regular risk assessments

To be aware of children's dietary, cultural, personal and medical needs

To maintain suitable nursery routines whilst also considering the individual child's needs

To ensure that children's work is displayed and achievements acknowledged

To attend and participate in all day nursery meetings as requested including supervision, parent/care meetings and staff meetings

With the deputy, supervise and support all students in the nursery, including completing assessments

To attend statutory Safeguarding Children training and work within the guidelines on Safeguarding Children

To ensure that any potential safeguarding concerns are reported to the EYFS Lead, Safeguarding Officer or Senior Leadership Team, recorded and monitored, with action taken where appropriate

To observe, record chronologically and implement any safeguarding issues and attend Case Conferences and other multi-agency meetings when required and as directed by the EYFS Lead

To support and advise parents/carers in all areas of childcare both within the nursery and through home visits as directed by the EYFS Lead

To act as a positive role model to promote effective relationships and interaction between staff, parents/carers and children

To respect confidentiality at all times, both written and verbal with the staff team and with parents/carers and outside agencies

To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

To comply with all statutory Council requirements and policies

To undertake any other duties within the nursery as requested by the EYFS Lead, Head of School or Executive Head Teacher

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.
SPECIAL CONDITIONS OF SERVICE Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.
CONTACTS AND RELATIONSHIPS (customer focus, both internal and external) Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.
MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery) Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.
EQUALITIES Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.