



Spring Meadow Primary School and Nursery

Nursery Leader / Manager Role Description



Job Title	EYFS Nursery Leader / Manager
Responsible to	Executive Headteacher and Head of School
Line Manager	Head of School
Job Purpose	<p>To lead and manage the Nursery provision, ensuring the provision of delivering outstanding childcare practice and education in line with the Early Years Foundation Stage (EYFS) and all relevant legislation. Maintaining an enabling and inclusive environment. To support, mentor, and develop staff and maintain strong relationships with children, parents, and external agencies.</p> <p>These duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head of School or Executive Head Teacher.</p>
Leadership & Management	<ul style="list-style-type: none"> • Oversee the day-to-day running of the Nursery, ensuring high standards of childcare practice and education, • Lead, support, and supervise the Nursery Team, ensuring a positive, values led, child centred culture. • Manage staffing schedules, ratios, and deployment. • Lead personalised Professional Development through regular training and the Trust Flourishing Annual Review Process • Establish clear and consistent relational practice and trauma informed approaches which create safety and promote self-regulation and independence. • Set and maintain high expectations for pupils through well focused provision and interactions that challenge, secure learning and foster positive relationships. • Safeguard quality by completing internal audits, learning walks, and environment checks. • Ensure compliance with Ofsted requirements and prepare for inspections.
Curriculum and Teaching	<ul style="list-style-type: none"> • Implement and deliver an appropriately broad, balanced, relevant and diverse curriculum, in line with the EYFS Statutory Framework • Identify clear, relevant, challenging teaching and learning objectives and specify how they will be taught and assessed. • Set tasks which engage, involve and challenge pupils whilst ensuring a high level of interest and enjoyment. • Set clear, aspirational targets building on prior attainment. • Adapt teaching and activities to meet the needs of pupils of all ability ranges, taking into account varying interests, experiences and achievement of boys

	<p>and girls, and different social, religious, cultural and ethnic groups, to enable them to make good progress.</p> <ul style="list-style-type: none"> ● Recognise and respond effectively to equality issues as they arise and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures. ● Reflect on and evaluate their own teaching critically to improve effectiveness. ● Organise and manage the Nursery Team to maximise the outcomes for pupils' learning.
Safeguarding & Welfare	<ul style="list-style-type: none"> ● Act as the Designated Safeguarding Lead (DSL). ● Ensure all staff are up to date with relevant legislations and follow safeguarding policies and procedures. ● Maintain confidentiality and accurate record-keeping. ● Conduct risk assessments of the environment and any activities undertaken.
Parent Partnership	<ul style="list-style-type: none"> ● Build positive, professional relationships with parents and carers. ● Handle enquiries, complaints, and feedback. ● Conduct parent meetings and share children's progress.
Special Educational Needs	<ul style="list-style-type: none"> ● Work with the school SENCO to identify pupils with additional needs through observation, data analysis, and referrals. ● Conduct assessments and ensure high-quality plans (e.g., SEN Support Plans (One Plan), EHCP evidence). ● Work with educational psychologists and external specialists to support assessments. ● Support SEND provision, ensuring inclusion and early intervention.
Administration and Compliance	<ul style="list-style-type: none"> ● Ensure compliance with Ofsted standards and relevant legislation. ● Maintain children's records, registers, and documentation. ● Support recruitment, staff induction, training, and appraisals. ● Manage budgets, resources, and supplies. ● Ensure all statutory training and health & safety legislation compliance.
Skills and Qualifications	<ul style="list-style-type: none"> ● Qualified Teacher status or Level 5/6 with a Level 3 in Early Years. ● Designated Safeguarding Officer (Level 3 Safeguarding) ● Previous SEND experience ● Strong understanding of EYFS and safeguarding requirements. ● Excellent organisation, communication, and leadership. ● People Management, Finance and budgeting awareness ● Inspirational and able to lead by example ● Committed to Inclusive practice that ensures that all members of the school community feel safe, valued and able to flourish