



## Job Description – Nursery Lead

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Spring Bank Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

**Post Title:** Nursery Lead

**Pay Grade:** National Joint Council pay scale 12-17

£28598.00 - £31022.00 FTE Salary

£25266.00 - £27407.00 Actual Salary

£14.82 - £16.08 per hour

**Post(s) to which directly responsible:** EYFS Lead, Deputy Headteacher & Headteacher.

**Purpose of post:** To lead and support the team to provide high quality care and education for all children and to provide support for families.

**Responsibilities:**

- To lead and support the team to provide high quality care and education for all children and support for families
- To lead and support the team to provide a broad and balanced Early Years Foundation Stage curriculum that will meet the requirements of relevant national and local standards
- To ensure Individual Provision Maps (IPMs) and Early Support Programme for children with Special Educational Needs (SEN) are prepared
- To observe and monitor children's development and contribute to written reports of their progress
- To maintain client confidentiality
- To prepare reports that will support the children's transition to Reception
- To ensure any injury or accident ensuring that health and safety of the individual is maintained is reported and recorded and stored appropriately
- To assist in offering support to parents and families where necessary
- To lead and support the team to provide educational visits for children and families, observing Health and Safety policies and risk assessments
- To take responsibility for the securing of the building and resources if required
- To effectively lead and manage other childcare assistants in the nursery
- To ensure a high level of health and safety within the room and complete appropriate checks and risk assessments
- To effectively lead and support the admission and transition for children and families
- To attend and actively participate in professional meetings when needed
- To monitor staff: child ratios and distribute staff accordingly, ensuring the setting is safe before leaving the building
- To comply with all policies and procedures, ensuring that all childcare assistants are complying also
- If necessary, to take responsibility for a group of children during and building evacuation
- To undertake staff observations to support appraisals and mentoring for other childcare assistants
- To ensure the environment is maintained to a high level, making sure learning is visible through children's work and displays
- To support with the marketing of nursery and the enrollment of new families

**Relationships:**

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

**Physical Conditions:**

This post is currently based at Spring Bank Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.



Spring Bank Primary School is a single storey building with access via steps or a ramp.  
 This post is subject to an enhanced Disclosure and Barring Service check.  
 Spring Bank Primary School operates a non-smoking policy.

**Economic Conditions:**

Salary: National Joint Council pay scale 12-17  
 £28598.00 - £31022.00 FTE Salary  
 £25266.00 - £27407.00 Actual Salary  
 £14.82 - £16.08 per hour

Nature of appointment: Permanent appointment, with initial 6-month probationary period.

Annual Leave: Term-time only positions do not have entitlement to annual leave.

Hours: Term-time only working plus 5 additional days. 37.5 hours per week, 8am-4pm, Monday – Friday, additional hours by mutual agreement.

Conditions of Service: NJC conditions apply.

**Prospects:**

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Spring Bank Primary School encourages training both “in-house” and external to meet the needs of the individual and of the service.

**Qualifications:**

Essential: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent), a minimum qualification of NVQ Level 3 or equivalent in Early Years. A minimum of 2 years of working in a nursery setting.

**Job Description Prepared/Reviewed by: Claire Prior**

**Job Description Approved by: Jordan License**

**Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A and I
Able to work flexibly as part of a team and show initiative			A and I
Able to prioritise work to meet conflicting deadlines			A and I
Able to demonstrate good numeracy and literacy skills			C

Able to motivate children and sustain their interest in play activities			A and I
Able to work in positive partnership with parents and carers			A and I
Able to develop a sensitive approach to the care of families in a multicultural environment			A and I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy (GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent)  A minimum qualification of NVQ Level 3 or equivalent in Early Years.			C
Knowledge of assessing children using Development Matters			A and I
Knowledge of planning lessons and experiences for children in line with their interests and the EYFS curriculum			A and I

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A and I
Experience of working in a nursery, Children's Centre or similar environment			A and I
Experience of planning and organising play experiences for small groups of children			A and I
Experience of working in partnership with parents and carers			

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and cooperative attitude to working towards the achievement of the service area aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I



Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**