

Person Specification

Title:	Nursery Lead	Grade:	TSPT8
Department:	Education	Reports to:	EYFS Lead
Specification	Essential	Desirable	
Education and Experience			
Meet HLTA standards or equivalent qualification or experience	*		
Hold relevant qualifications at a level equivalent to at least NQF Level 3	*		
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	*		
Attend induction training; training as appropriate and training relevant to the post, including behaviour management and Child Protection training	*		
A minimum of two years’ experience of working with children in a paid capacity, preferably in an education setting	*		
Knowledge and Understanding			
Knowledge of the requirements of the Early Years Framework	*		
Understanding of behaviour management strategies	*		
Understanding of First Aid procedures		*	
Understanding and knowledge of safeguarding	*		
Skills			
Effective oral and written communication skills	*		
Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts, including parents	*		
Good organisational and time management skills	*		
Sound IT skills to support learning and maintain electronic information systems		*	
Input data into spreadsheets and computer programs (Arbor & pupil tracking systems) and be able to analyse these results to track progress		*	
Abilities			
Able to form and maintain appropriate professional relationships and boundaries with children and young people	*		
Ability and willingness to work constructively as part of a team	*		
Ability to supervise pupils effectively both in and out of school in line with the school’s behaviour policy	*		
Ability to organise the classroom activities e.g., preparing and setting out resources	*		
Ability to organise the classroom activities e.g., preparing and setting out resources and implementing strategies for T&L	*		
Ability to deal with sensitive information in a confidential manner	*		
Ability to provide a good role model to young pupils	*		

Nursery Lead

Ability to work in partnership with parents and teachers	*	
Ability to use own initiative and work flexibly	*	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*	
Ability to adapt the provision to meet the needs of SEND pupils	*	
Ability to create resources for SEN pupils		*
Safeguarding		
Have knowledge and understanding and commitment to safeguarding and promoting the welfare of pupils	*	
Able to form and maintain appropriate relationships and personal boundaries with pupils	*	