



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Nursery (Preschool) Lead
Location:	St Teath Primary and Preschool
Grade/salary:	Cornwall Grade G1 to G6 - £26,403 to £31,023 pro-rata Actual: G1 £18,663 to G6 £21,929
Hours:	30 hours per week – 38 weeks per year (term time only) plus 5 additional days
Reports to:	Headteacher
Responsible for:	Preschool
Key relationships:	Children, Teachers, Support Staff, Parents and carers

Job Purpose

The Nursery (preschool) lead supports the effective operation of the trust and works to uphold and promote its vision and values.

To deliver and ensure a high standard of learning, development and care for children aged 2-5 years including planning activities and assessing progress.

To manage the day to day activities of the setting and to ensure that the nursery (preschool) is a safe environment for children, staff and others.

To develop partnerships with parents/carers to increase involvement in their child's development.

To manage other staff within the nursery (preschool) and be responsible for any tasks delegated.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. To be responsible for the efficient running of the nursery (preschool) and overall delivery of a high quality service.

3. To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
4. To ensure the nursery (preschool) plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
5. To ensure that the nursery (preschool) meets Ofsted requirements at all times.
6. To supervise and support the preschool staff.
7. To work with other professionals in the local area for the benefit of children and families.
8. To ensure all staff understand and work to nursery (preschool) policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
9. Take responsibility for planning, which ensures each child is working towards the early learning goals.
10. To organise and participate in the key person system.
11. To ensure all records are properly maintained in accordance with the policies and procedures of the school.
12. To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
13. To work in partnership with senior leaders to update and review the self-evaluation and improvement plan.
14. To undertake any other reasonable duties as directed, in accordance with the nursery (preschool) aims and objectives.
15. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
16. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
17. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
18. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION Nursery (Preschool) Lead

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X	X	X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X	X	X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
QUALIFICATIONS:			
Qualified to NVQ Level 3 qualification or above in a full and relevant early years/child development qualification.	E	X	
Qualified to GCSE level 4 or above (or equivalent qualification) in literacy and numeracy	E	X	
Food Hygiene Certificate	D	X	
Paediatric First Aid	E	X	
EXPERIENCE:			
Excellent working knowledge of the Early Years Foundation Stage through the statutory framework (EYFS)	E	X	X
Knowledge and proven practical experience of implementing good quality learning opportunities.	E	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
To work closely with the EYFS leader to develop high quality early years learning for our two-, three- and four-year olds.	E	X	X
Establish and sustain a safe and stimulating environment where children feel confident and are able to learn and develop.	E	X	X

Set goals that stretch and challenge children of all backgrounds, abilities and dispositions.	E	X	X
Demonstrate and model the positive values, attitudes and behaviours expected of children.	E	X	X
Be accountable for children's progress, attainment and outcomes.	E		X
Demonstrate knowledge and understanding of how babies and children learn and develop. Know and understand attachment theories, their significance and how effectively to promote secure attachments.	E		X
Lead and model effective strategies to develop and extend children's learning and thinking, including sustained shared thinking.	E		X
Develop children's confidence, social and communication skills through group learning.	E		X
Understand the important influence of parents and/or carers, working in partnership with them to support the child's wellbeing, learning and development.	E		X
Have a secure knowledge of early childhood development and how that leads to successful learning and development at school.	E	X	X
Demonstrate a clear understanding of appropriate strategies in the teaching of early communication and language.	E	X	X
Observe and assess children's development and learning, using this to plan next steps.	E		X
Plan balanced and flexible activities and educational programmes that take into account the stage of development, circumstances and interests of children.	E	X	X
Promote a love of learning and stimulate children's intellectual curiosity in partnership with parents and/or carers.	E		X
Use a variety of teaching approaches to lead group activities appropriate to the age range and ability of children.	E		X