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**Job Description**

Title: Assistant Head; EYFS Nursery Lead

Reports to: Head Teacher

Location: CHAT

Hours: Full time

Annual Weeks: Term time

Contract Type: Permanent

Salary: Leadership Scale

# Purpose of the job:

You will be accountable for the daily running and administration of the CHAT nursery based on the Cuckoo Hall site, whilst adhering to policies and procedures, ensuring compliance with the Children’s Act, Health and Safety legislation and data protection, all within the requirements and guidelines laid down by Ofsted and National Standards.

You will be responsible for managing the nursery staff team and together planning a high quality, creative and educational environment for our nursery children, whilst working across the Senior Leadership Team to ensure consistency of service and smooth transition into our Primary schools.

Your role will be key to continuously improving practice across the Nursery and be a source of expertise across the wider teams. To support and mentor other practitioners and model the skills and behaviours that safeguard and promote good outcomes for children. To plan and monitor the EYFS curriculum and facilitate teaching within the nursery. This includes helping every individual child to achieve to their full potential and measuring these achievements against the Early Learning Goals.

# Teaching and Learning:

* To deliver high quality play and learning opportunities for all children in a safe and caring environment.
* Ensure that the children enjoy a balance of child initiated and adult lead learning experiences.
* To develop, monitor and maintain appropriate systems for assessing children’s abilities and needs, evidencing learning and progress, and reporting regularly to your line manager and parents.
* Carry out regular observations of both children and staff to ensure quality of service.
* Ensure that planning of learning experiences is systematic, allows for effective differentiation and that next steps are planned for each child with challenge provided for higher achievers.
* Ensure that planning is available for weekly review.
* Ensure that there are plenty of opportunities planned to develop the children’s understanding of their environment and the people in it. Provide opportunities for outings in the school grounds and local area linked to the interests or activities being undertaken in the nursery
* To develop and maintain innovative curriculum and comply with new legislation, theory and development.
* Ensure a full service for the children in line with Ofsted requirements, Every Child Matters and the Early Years Foundation Stage (EYFS)
* To work with a broad, balanced and differentiated curriculum in accordance with the requirements of the EYFS. To ensure that learning experiences are planned to support and promote active learning and organised in a progression, which enables each child to reach their full potential and is fully inclusive.
* Ensure the Nursery is organised in an attractive fashion with displays that promote and encourage the children’s learning and development.
* Be responsible for ensuring that equipment is regularly checked and any safety concerns are acted on.

**Leadership responsibilities**

* Lead by example in demonstrating the core values of the Trust, displaying a positive attitude, passion and drive.
* Provide direction and clarity for team members.
* Support, praise and recognise team contributions
* To provide leadership and management of staff including induction, setting objectives and KPI’s and professional development.
* Organise and facilitate training to staff and wider audience where necessary.
* Ensure equal opportunities are delivered to staff. This includes implementing change and taking action in accordance.
* To fulfil personnel requirements where applicable following policies like equal opportunities, health & safety and child protection.
* Line manage staff in accordance with Ofsted and EYFS requirements.
* To ensure that all staff supervised by the post holder are aware of Health and Safety policies and procedures and to raise any concerns or suggestions for revision within the appropriate line manager.
* Attend performance management meetings.

**General duties**

* Follow all codes of practice in relation to safeguarding, Trust discipline, health and safety regulations and reporting of incidents and accidents.
* Carry out day to day administration, maintaining accurate records, planning staff rotas including registers, cash handling fee charging and collections as required.
* To ensure quality of service delivery and performance targets are met.
* Be responsible for opening and closing of facilities as required.
* Work with the leadership team to develop policies and procedures.
* Work with relevant teams to ensure the safeguarding of vulnerable children such as children in child protection or SEND children.
* Attend staff meetings, open days, parents’ evenings & special school events such as Summer and Christmas Fairs.
* Attend staff Inset sessions and seek out training courses to support professional development

**Parental engagement**

* Work with the Trust Family Links team to identify families that may need support, and actively engage and promote family support activities.
* To promote parent/carer involvement in the nursery.
* Help run targeted programmes to support parents and their children.

**Person Specification: Assistant Head; EYFS Nursery Lead**

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| **Who you are?**  You will need to be enthusiastic, passionate and dedicated to Early Years with a sound knowledge of the EYFS and possess effective leadership skills with a growing team. Committed to providing an outstanding service you will help the Trust grow the provision with vision and creativity, working collaboratively across multiple teams whilst meeting the growing needs of the community.  You will have a proactive approach to researching and implementing change to keep in line with the ever-evolving educational sector.  Parents, carers and colleagues must find you approachable, empathetic at the same able to produce results. | | |
| **KNOWLEDGE** | **Essential** | **Desirable** |
| QTS or equivalent | X |  |
| In-depth knowledge of Early Years Foundation Stage curriculum. | X |  |
| Understanding of what high quality teaching and learning looks like and strategies for improving and/or sustaining it. | X |  |
| Sound Knowledge of Health and Safety & Child Protection | X |  |
| Knowledge of SEND code of practice | X |  |
| Sound knowledge of child development | x |  |
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| **SKILLS** |  |  |
| Communicate effectively orally and in writing with parents / governors / stakeholders. | X |  |
| Inclusive and collaborative approach | X |  |
| Flexible and ability to cope under pressure | X |  |
| Challenge and support staff to improve outcomes for our pupils | X |  |
| Commitment to equal opportunities, inclusion and safeguarding of children | X |  |
| Develop positive relationships with both pupils and parents | X |  |
| Analyse and interpret data to inform and develop teaching and learning. |  | x |
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| **EXPERIENCE** |  |  |
| Experience in leading, supporting and mentoring staff | X |  |
| Experience of providing and monitoring quality in childcare and education in early years. | X |  |
| Role model excellent teaching, planning and marking. |  | x |
| Able to work autonomously & collaboratively, manage own work load and meet targets set | x |  |
| Monitoring progress, evaluating impact and taking action to improve | x |  |
| Leading professional development through example and support |  | x |