

**JOB DESCRIPTION**

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| **Post** | Nursery leader |
| **Salary Range** | Candidates with QTS/EYPS: MPS 1-6 + £2,000 **or**  Candidates without QTS/EYPS: A8 (£18,036) - A14 (£21,992) +£2,000 [0.86 pro-rata for term-time only]. |
| **Reporting to** | Headteacher |
| **Accountable to** | Headteacher |
| **Performance Review** | Annual Performance Development |

**KEY TASKS**

**Teacher/Practitioner/HLTA**

1. To plan appropriate, differentiated learning for all children across all subjects, monitoring progress and intervening when there is underperformance.
2. Plan and deliver exciting learning opportunities which engage children in all subjects.
3. To support those with additional learning needs such as SEN and EAL to make good progress.
4. Create a high quality, rich, stimulating, safe and enabling learning environment.
5. Work collaboratively and flexibly to ensure: effective planning, successful learning, at least ‘good’ progress and accurate and moderated assessment outcomes.
6. Manage the learning environment, resources and time to ensure effective learning takes place.
7. Monitor and celebrate children’s learning, progress and achievement and record and report upon progress, including details on attendance, behaviour, development and additional needs.
8. Have a detailed professional knowledge of early years primary curriculum and assessment arrangements.
9. To work and communicate effectively with TAs and other colleagues who support children in their learning and beyond.
10. To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all.
11. Establish positive relationships with parents/carers, ensuring parental involvement in learning and progress
12. Constantly strive to improve own performance and identify areas for self - improvement, attending appropriate training.
13. To support the running of school with a break and lunch duty.
14. To evaluate and track the impact of specialist provision and interventions.
15. To provide at least 1 high quality after school club per week.
16. Embed literacy and numeracy across the curriculum.
17. Deliver a Singapore style approach to mastery mathematics.
18. To support the delivery of the ‘MCPA opportunities’ commitment to the holistic development of children.
19. To undertake any other duties as deemed appropriate by the line manager and commensurate with the post.

**STANDARD DUTIES**

1. Promote and implement equality and diversity
2. Adhere to legislation and the Academy’s policies and procedures
3. Have due regard to safeguarding and promoting the welfare of children and young people.
4. Participate in performance reviews and professional/personal development activities.
5. Model the Academy’s values at all times to generate a shared purpose
6. Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons.
7. To undertake any other duties as appropriate, commensurate with the grade of the post.

**Nursery Lead duties**

1. Be responsible for the quality of nursery provision, including the environment, curriculum and standards of teaching and learning.
2. Evaluate the performance of the nursery accurately and plan for its development.
3. Liaise with parents, carers and other agencies to ensure the wellbeing of all children in nursery.
4. Line-manage the nursery team of teaching staff and TAs, supporting the performance development process to ensure that all staff continually improve.
5. Provide coaching support to staff across the EYFS as appropriate.
6. Work with the Reception/Y1 leader to ensure an effective transition of children, curriculum and relevant information.
7. Ensure that the legal obligations of the nursery are met, including staffing ratios and health and safety checks.
8. Promote the uptake of 30 hours’ funding to increase income and manage the nursery budget effectively.
9. Develop nursery provision for children below the age of 3 years.
10. Act as a member of the academy’s leadership team, supporting whole school development.

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**CONTACTS**

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| All employees and contractors on site  Senior Leadership Team |

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| **SPECIAL CONDITIONS**  Enhanced DBS Check for a Regulated Activity. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **PREPARED** | May 2018 | Alex Reed | Vice Principal |

**PERSON SPECIFICATION**

**JOB TITLE:Nursery lead practitioner**

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

**Please note if you are experienced and interested in leadership please provide evidence of your skills and ability to lead in your application letter.**

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|  | **Selection criteria (Essential)** | **Selection criteria (Desirable)** | **How to be Assessed** |
| **Education & Qualifications** | Good relevant qualification at a minimum of level 3. | QTS, EY practitioner or another level 6 qualification. | AF, C |
| **Experience** | To be an excellent practitioner able to lead by example  Evidence of adding value to pupil outcomes and ensuring better than expected progress  A minimum of three years of experience in an EYFS setting | Experience of mentoring other professionals  Leadership experience  Knowedlege of Singapore mastery maths and/or Read Write Inc phonics  Experience of managing finances and resources.. | AF, T, I, C |
| **Skills & Abilities** | A passion for learning and quality in educational provision  Ability to communicate effectively and develop professional relationships with staff, partners and parents  Ability to use Information and Communication Technology (ICT) to enhance teaching and learning and for data management  Able to work independently and proactively  Ability to lead a team and build team capacity  Ability to lead, motivate, challenge and inspire colleagues and provide effective ability to lead, motivate, challenge and inspire colleagues and give effective feedback  Ability to reflect on own skills and knowledge, and to seek opportunities to develop  High level of organisation skill and the ability to make decisions  Creative flair to ensure a stimulating learning environment |  | AF, T, I, C |
| **Knowledge** | A flexible, adaptable and innovative approach to learning, teaching, curriculum and assessment  A secure knowledge of a variety of effective teaching and learning strategies    A commitment to and knowledge of community cohesion and social inclusion  Knowledge of strategies to engage parent/carers with children’s learning |  | AF, T, I, C |
| **Work Circumstances** | Enhanced Safeguarding Checks for a Regulated Activity  Equivalent of 10 days  continued professional development  Equivalent of 10 days  extra -curricular activity (2 hours per week after core learning) |  | I  I  I |

AF – application form, T- test, I – interview, C – certificate

*N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview*