**Nursery Manager**

**Little Engineers Nursery**

**Job Description**

Responsible to: Executive Headteacher and Leader of Early Years (line manager)

*HOURS: 7am to 7pm (Nursery operational hours) : 36hrs a week.*

**MAIN DUTIES**

**Leadership**

* To take responsibility for ensuring the Ofsted regulations and guidlines are met and delivered.
* To take responsibility for planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils plus assessing, recording and reporting on pupils achievement, progress and development.
* To take responsibility for working with groups of children on planned learning experiences including preparing, setting up, managing, clearing up materials and equipment, in both indoor and outdoor learning areas.
* To take a role in the delivery of the Early Years Foundation Stage Curriculum including the Literacy and Numeracy programmes.
* To deliver learning activities to children, adjusting activities according to pupil responses/needs.
* To make observations of children’s play, progress and behaviour, discussing any significant matters with the staff of the class or unit.
* To take responsibility for assessment and record keeping, including Early Years Foundation Stage profiles, using Information Technology as appropriate.
* To foster children’s language development and where appropriate encourage and support the use of home languages.
* To foster children’s independence, self-reliance and interdependence.
* To support children to acquire life skills including toileting, feeding and washing.
* To support children with a variety of Special Education Needs and/or Difficulties (SEND) within the nursery environment and to ensure that the requirements of the Disability Discrimination Act and the borough’s inclusion policy are implemented.
* To support children with SEND by contributing to reviews and case conferences, working in co-operation with other agencies.
* To assist and support new starters, volunteers or students placements as part of the schools induction programme.

**Management**

* To contribute to the selection, making and maintenance of resources including making decisions and recommendations about practice and organisation of space to maximise the achievement of all children.
* To contribute to the provision and maintenance of a healthy, safe and stimulating environment through maintaining effective, professional relationships with colleagues, e.g. Support Teacher, Physiotherapists, Speech Therapists, and Psychologists and to carry out programmes recommended by professional staff.
* To complete rota’s and manage day to day staffing of the Nursery
* Perform staff appraisals

**Welfare**

* To render basic first aid as appropriate.
* To be aware of Child Protection issues, identifying and monitoring suspected child abuse and children at risk, report to the designated Child Protection Officer.
* To work co-operatively with school health professionals, taking part in health education programmes as appropriate.

**Community**

* To maintain effective and professional relationships with parents, meeting with them as appropriate to share information and to develop home/school links by encouraging and promoting parental involvement in a range of school activities maintaining confidentiality at all times.
* To participate in formal parents meetings.
* To develop and maintain professional links with parents, other agencies working with schools, the local community, the Trust and the LA

**PERSONAL RESPONSIBILITIES**

1. Knowladge of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Lead Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Attend and participate in meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils’ needs.
7. To have knowledge of and actively implement the LDBS Academy Trust Health and Saftey Policy, Safeguarding Policy, Equal Opportunities Policy.

To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher or Leader of Early Years.

**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line mangers which seeks to acknowledge success, resolve problems and identify training/development needs.