



**ST PETER'S**

PREPARATORY SCHOOL

**Role:** Nursery Manager

**Responsible to:** Head through Head of Pre-prep

### **Primary Purpose**

To lead and manage Nursery, promoting the vision, ethos and policies of the school in order to maintain and secure high standards of academic achievement, behaviour and pastoral care.

### **Key Accountabilities**

- Plan lessons and activities and deliver inspirational teaching within the Nursery, seeking to motivate, support and stretch pupils to achieve their full potential.
- Organise the learning environment so that it is purposeful, varied and adapted to topics and themes, ensuring that the set-up and close-down each day is well-planned and tidy, including wall displays.
- Monitor and review pupil progress and attainment, managing any concerns in a timely manner and liaising with other staff and parents as necessary.
- Ensure teaching is appropriate to the educational needs of the pupils, including completion of provision maps for all pupils taught, demonstrating exemplary classroom practice.
- Provide regular feedback to pupils and their parents on effort, progress and attainment, including written reports and parents' meetings.
- Oversee the termly report-writing process, supporting to proofread all Nursery reports and raising any important issues with the Head or Deputy Head Academic.
- Work collaboratively with colleagues, including other teaching staff, teaching assistants, faculty heads, learning success staff and the management team, to deliver units of work and ensure outstanding pastoral care.
- Manage staff within the Nursery setting, consisting of the Nursery Room Leader and Teaching Assistants, setting an example of excellence as one of the school's leading practitioners to inspire and motivate others.
- Support the recruitment and induction of new staff to Nursery.
- Liaise with the Registrar and Marketing Manager and the Head of Pre-prep to grow and develop the Nursery offering.
- Take a lead role in the assessment and admissions process into the Nursery at 3+.
- Continuously improve Nursery provision, generating ideas for enhancing the offering.
- Work closely with Reception staff to build a true Early Years Foundation Stage.
- Communicate effectively with parents to recruit and retain pupils into St Peter's Reception year.
- Develop and implement effective transition arrangements for children entering and leaving the Nursery both internally and to other settings

- Ensure availability to parents before and after school activities (Monday-Friday) to discuss any pastoral concerns or queries.
- Oversee pastoral care within the Nursery and create constructive links with the PSHE and British Values curriculum.
- Be a first point of contact regarding behaviour of Nursery pupils and be committed to high standards of behaviour using necessary rewards and sanctions and making contact with parents as appropriate.
- Contribute to the effective management of the Pre-prep budget, using the PO process and exercising control over resources including estimates, expenditure and stock.
- Develop and manage the use of FAMILY to communicate with parents, also providing content as required for the School's Newsletter.
- Actively contribute to and lead assemblies, productions and events as well as fulfilling assigned duties and participating in the running of clubs and activities which make up the co-curricular programme.
- Maintain positive relationships with colleagues, parents and other nurseries and schools.
- Promote a positive climate, seeking to review and improve personal and whole-school effectiveness and efficiency and visibly supporting the ethos, aims, and objectives of the school.
- Comply with all school policies and procedures, contributing to their review as required.
- Expand knowledge, understanding and skills, keeping up to date with current educational thinking and practice, by undertaking relevant CPD.

#### **Essential Qualifications, Experience and Skills**

- Qualified teacher with experience of teaching children in Nursery and Reception.
- Excellent working knowledge of the EYFS statutory framework.
- An ability and interest in teaching outdoors (gardening, wildlife, adventure) is beneficial.
- Excellent written and verbal communication, with both children and adults.
- Strong organisational skills, including prioritisation and finishing tasks to completion.
- Effective team-working, demonstrating loyalty and support to colleagues.
- Resilience and flexibility to manage diverse and conflicting demands.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.

***The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***