

## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: Nursery Leader</b>	<b>Department: Primary School</b>
<b>Reports to: EYFS Leader</b>	
<p><b>Role</b></p> <p>The Nursery HOY is expected to provide leadership in this important position by linking the Key Stage Coordinators with the class teachers. The position holder needs to ensure that the school's aims, objectives, mission and the TBS Learner Profile underpin and drive the work associated with the post.</p>	
<p><b>Key Accountabilities :</b></p> <ul style="list-style-type: none"> <li>• To provide an example of 'excellence' as a leading Nursery classroom practitioner and inspire and motivate other colleagues.</li> <li>• To demonstrate an exemplary understanding of the EYFS framework (including the Welfare Requirements), for guidance in your practice.</li> <li>• To serve as a role model for all colleagues and staff and particularly in relation to demonstrating high standards of professional practice within the Nursery.</li> <li>• To mentor colleagues and students in the Nursery and advocate for their needs.</li> <li>• To have an effective pastoral overview of students and staff within the Nursery, thereby ensuring the well-being of students and staff.</li> <li>• To co-ordinate and lead the class teachers/year group team.</li> <li>• To work collaboratively with the Key Stage Coordinator.</li> <li>• Liaise with various stakeholders, regarding student wellbeing and maintain a record of the same.</li> <li>• To regularly assess, record and report; using the data to inform future teaching.</li> <li>• To track student progress through the analysis and use of performance and benchmarked data.</li> <li>• Assist in the preparation of 'transfer reports' / recommendations for students moving to another school/college.</li> <li>• To monitor day-to-day administrative and pastoral activities of the form tutors/year group team.</li> <li>• To monitor the process of reporting to parents and offer suggestions for letters of commendations and concern.</li> <li>• To communicate with parents and follow up as required.</li> <li>• To support the Key Stage Coordinator in the organisation of the induction programme for new students.</li> <li>• To monitor and maintain high standards of student behaviour.</li> <li>• To provide second level of disciplinary action (after form tutor/class teacher) as well as counselling for students in that year group.</li> <li>• Together with the Key Stage Coordinator and PSHE Coordinator evaluate the PSHE programme for the year group.</li> <li>• To liaise with counsellors as required.</li> <li>• To refer cases requiring higher-level intervention to the Key Stage Coordinator.</li> <li>• To coordinate the operation of the rewards and sanctions policy within the year group.</li> <li>• To lead the year group termly trips, planned together with the Key Stage Coordinator.</li> </ul>	

- To ensure effective transition between year groups and Key Stages in collaboration with the Key Stage Coordinators.
- In conjunction with the class teachers, monitor attendance and review absences. Take necessary action to ensure highest standards of attendance and punctuality.
- This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.
- The school may review and modify or amend the Job Description as needed after discussion with the position holder.

#### **Competencies:**

- Promotes and creates an effective collaborative learning environment that raises quality of student outcomes and staff development.
- Demonstrates the ability to lead and manage colleagues in order to enhance their performance; helping define targets, provide means and guidance and tracking progress.
- Communicates openly and encourages transparent and continuous flow of information, ideas, opinions and feedback.
- Develops a culture of coaching and mentoring to optimise performance.
- Demonstrates cultural sensitivity by understanding the needs of the diverse school community.
- Demonstrates concern for health, safety, hygiene, environment and community.

#### **Personal Attributes :**

- Integrity, passion for education and excellent communication skills.
- Active listener, collaborative and a team player.
- Dynamic innovator with the ability to lead and inspire his/her team.
- Warm, enthusiastic and caring.

#### **Qualifications/Experience:**

- Qualified teacher.
- Honours degree essential.
- 5 years+ teaching experience.

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### ***Safeguarding Information***

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: