**Role Profile: Head of Nursery**

**Purpose**

To be responsible for the day to day management, staffing, organisation and smooth running of the Nursery, ensuring that the highest standard of care and education are provided for the pupils. The postholder will also be a named Designated Safeguarding Lead for Early Years and will manage all Nursery staff to ensure a happy and welcoming Nursery setting is maintained with a high level of professional integrity at all times.

**Key Accountabilities**

Strategic Management

* Provide vision, direction and leadership of Nursery
* Work with Head of Early Years to ensure the successful development and implementation of high quality, developmentally appropriate, inclusive learning environment in the Nursery which promotes a balance between learning through play, providing learning activities which will challenge and develop and preparedness children for Reception.
* Work in partnership with senior leaders in the cycle of school evaluation and development planning work with colleagues to ensure high quality transitions between phases
* Ensure the the Nursery is compliant with the Independent Schools Inspectorate EYFS regulations and meets the criteria for a successful ISI/Ofsted inspection
* Lead the development of an innovative, relevant, stimulating and creative curriculum that meets the requirements of the Early Years/Foundation Stage orders but also meets the needs of children; providing opportunities to become independent learners
* Lead and monitor all aspects of pastoral and inclusion support within the phase so that children and families are fully included.
* Set priorities and coordinate action plans for the Nursery in conjunction with the Head of Early Years that lead to the best educational experience for the children
* In conjunction with the Head of Early Years, to be responsible for updating all of the Foundation Stage Policies and Handbooks and risk assessments.
* Work with the EYFS team to ensure that the requirements of the EYFS are met, including arrangements for assessment and moderation.
* Liaise with the Head of Early Years and Reception teaching staff to ensure curriculum continuity and progression across the Foundation Stage and a smooth transition for pupils moving into Reception

Staff Management

* Lead the staff, and by example, set the highest standards for the delivery of the EYFS, ensuring high standards of education and care are maintained by all staff members within a supportive framework with a shared sense of direction, pride and energy;
* Monitor staff performance by coordinating a programme of peer-to-peer observations and supervision meetings;
* Help plan, lead and attend INSET training and meetings as required;
* Carry out staff supervision and performance management of Nursery staff in accordance with school policies and to identify staff training needs
* Identify key staff training needs either as a group or on an individual basis and arrange suitable training, keeping within available budgets;
* Lead the weekly Room Leader meetings and attend regular meetings focusing on school improvement with the EYFS team
* Take responsibility for and assist with the planning and organisation of maintaining registers, staffing ratios, staff schedules, duty and cover rotas, to ensure appropriate staffing levels are maintained as well as the continuation of exemplary care and education
* Organise cover in the case of staff absence, annual leave and sickness absence.
* Deliver the best practice aspect of the staff induction programme.
* Play an active role in the recruitment of room staff
* Be responsible for the induction and training of new staff in the Nursery.

School self-evaluation

* Manage the collection of data in Nursery
* Establish the process of the setting of targets within Nursery and work towards their achievement
* Make use of data analysis; evaluate performance data and formulate strategies to address areas of concern.
* Produce reports on performance data half termly.
* Contribute to school development plan, write a review of progress against the plans original objectives and success criteria.
* Work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary.
* Contribute to the School Evaluation Form/School Improvement Plan and write the SEF annually.

Teaching and Learning

* Demonstrate consistently outstanding teaching skills, managing pupils and maintaining high standards of behaviour across the EYFS.
* Play a major role in the development of high-quality teaching and learning taking into account any equality and inclusion requirements.
* Use personal experience and expertise to support and advise in any class where needed.
* Develop and implement initiatives that support children ensuring their individual needs are met within the group setting.
* Monitor and evaluate the effectiveness of the curriculum provided and identify areas for development.
* Ensure that individual records of all children’s education developmental progress are kept, based on day to day observations.
* Ensure that the nursery plans an appropriate play based Early Years Foundation Stage curriculum that enables children to make individual progress
* Take responsibility for planning, which ensures each child is working towards the early learning goals
* Teach all areas of the curriculum as required by the school, modelling outstanding practice to other staff, and motivating pupils with enthusiastic and imaginative presentation
* Support the identification of, and make appropriate educational provision for children with Special Educational Needs, those who have English as an Additional Language, those who are More Able and Talented and those with any other individual needs, with support from the Head of Learning Support and outside agencies
* Ensure that the outdoor learning environment is effectively used and maintained throughout the year
* Ensure children’s academic progress and personal development is assessed and reported to parents in accordance with the Early Years Statutory Framework, school policies and procedures

Operational

* Develop and manage the operational framework and standards to ensure the smooth running of the Nursery at all times
* Liaise closely with parents, informing them about the Nursery and its curriculum, exchanging information about children’s progress and encouraging parental involvement.
* Communicate effectively with parents and build a relationship of trust with them.
* Be responsible for new admissions including organising ‘settling in’ and home visits.
* Ensure that the Nursery is clean, safe and a welcoming environment.
* Manage the Nursery consumables/equipment budget to include submission of an annual budget bid and ongoing monitoring of expenditure.
* Administering first aid, when required, and maintaining appropriate records of first aid given.
* Take responsibility for ensuring that relevant school policies and procedures including safeguarding and health and safety are fully implemented.
* Be responsible for the welfare and health and safety of Nursery children, having regard for the school’s Health and Safety Policy at all times, such as by carrying out appropriate indoor and outdoor equipment checks, and operating high standards of cleanliness and hygiene
* Promote positive home/school links through daily interactions with parents and the use of the Tapestry online learning journey
* Organise, supervise and accompany on school trips
* Attend and lead assemblies

Marketing and Admissions

* Proactively market the Nursery in line with the marketing plan
* Assist with the creation and on-going management of the Nursery brand
* Identify and implement marketing activities to attract new parents and inspire the loyalty of existing parents
* Ensure that there is a yearly calendar of events
* Participate in all activities related to Nursery publications, advertising, public relations, the web site and other marketing activities designed to promote the Nursery
* Work alongside the Admissions department in managing the occupancy levels in Nursery, ensuring maximum capacity throughout the year and that the setting is proactively marketed to meet these objectives
* Conduct tours of the Nursery for prospective new parents
* Develop a comprehensive programme of parental engagement initiatives for parents.

OTHER PROFESSIONAL REQUIREMENTS

* To establish effective working relationships and set a good example through presentation and personal and professional conduct.
* To carry out duties in relation to school policies and practices
* To support and promote the school’s aims and ethos.
* To participate in arrangements that may be made for staff appraisal
* To share best practice throughout the school
* To participate and contribute to regular department/ curriculum meetings in accordance with the published rota
* To participate in moderation meetings, where appropriate
* To attend staff meetings, pastoral meetings, Open Days and Parents’ Evenings (and other functions of a similar nature) as deemed necessary by the Head and/or Senior Management Team that may run during the evening or at the weekend
* To keep abreast of current thinking by attending courses and continuing your own professional development.
* Build relationships and visit other EYFS settings.
* Engage in Cognita initiatives and CPD opportunities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified and the post holder shall be required to carry out whatever the Headteacher shall instruct, commensurate with training and experience.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required
* To act as the Designated Safeguarding Lead for Early Years

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Either: NVQ level 3, BTEC or equivalent, Foundation Degree, BA Degree * Paediatric First Aid * Safeguarding Training * Early Years SENCO qualification | * Further professional study * Food Hygiene Certificate |
| **Skills** | * Strong interpersonal skills. * Excellent communication skills (including written, oral and presentation skills). * Enthusiastic individual with drive, energy and commitment. * Well organised, creative and innovative. * Ability to demonstrate effective leadership and work as part of a team. * The flexibility and proactivity of approach needed to contribute effectively to the running of a small school. * High expectations of self and others. * Capacity to work hard, under pressure, to meet deadlines. * The ability to relate to and build relationships with students, parents and other members of the school community * Promote good practice by sharing knowledge and skills with colleagues * Ability to work on own initiative and prioritise workload * Ability to coach/mentor colleagues * Ability to initiate and implement ideas * Clear and balanced views about pastoral care and behaviour * An understanding of child development and the ability to recognise and respond to individual pupil needs * Confidence in delivering and overseeing others who deliver the Early Years curriculum |  |
| **Knowledge and Experience** | * Outstanding practitioner with strong knowledge of child development * Record of excellent classroom practice in the Early Years Foundation Stage * Up to date knowledge of current educational thinking, initiatives and issues in Early Years * Involvement in the implementation of whole school initiatives * Experience of effective involvement of parents in their children’s education * Knowledge of Health and Safety Legislation/procedures * Experience of Special Needs * Knowledge of Safeguarding Children and Safer Recruitment * Excellent working knowledge of current Ofsted /ISI statutory guidance * A minimum of 2 years recent experience, working in a Preschool / Nursery setting, ideally with management experience in a senior practitioner or room leader role * Competent IT skills - able to maintain records and produce reports, take and upload photographs using allocated devices and software, able to support others with basic IT skills | * Experience of successfully passing an OFSTED/ISI inspection * Experience of independent education |
| **Other** | * A willingness to contribute to the extracurricular life of the school. * An outstanding role model. * Evidence of a commitment to own professional development as well as supporting the CPD of others * Good judgement * Reflective practitioner * Evidence of keeping up to date with educational thinking and knowledge * A positive, “can do” approach * Reliability, integrity and credibility * Enthusiasm and energy * Be warm in personality and approachable * Possess a sense of humour and be positive in outlook and attitude * Build trust and respect confidentiality * Enthusiasm for the role * An understanding of the importance of promoting and safeguarding the welfare of children |  |

**Key Stakeholders:**

**Internal –** Headteacher /Head of Early Years / Marketing Manager /Admissions Registrar/ Business Manager/ Director of Education / Assistant Head (s)

**External –** parents and other external agencies

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**