

**Early Years Teacher to Lead Little Kingfishers’ Day Nursery**

**Job Specification at Preston Primary Academy Trust**

**RESPONSIBLE TO THE HEADTEACHER/TRUSTEES**

**PURPOSE OF THE JOB:**

To take overall responsibility for the nursery setting as designated by the Headteacher. This responsibility will include:

**RESPONSIBILITIES:**

1 Planning and teaching programmes of education and monitoring the progress and welfare of all the children in the nursery.

2 Leading staff effectively to provide exceptional educational experiences for all pupils

3 Encouraging the involvement and support of parents, the community and

support services.

4 Day to day responsibility for the nursery environment and staffing levels.

5 Responsibility for registration and other general administrative matters

relating to the nursery.

6 Undertaking the assessment and recording of pupil progress.

7 Ensuring a high standard of physical, personal, emotional, social and intellectual education and care for all children in the nursery.

8 Liaison with other Early Years teaching and non-teaching staff, parents and other support services, as necessary.

**KEY TASKS**

To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post. To effectively lead our team of passionate nursery practitioners to ensure high-quality curriculum and care for all pupils.

Elements of this job description may be re-negotiated at the request of either party and with the agreement of both.

To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher’s Pay and Conditions Document.

This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

Employee signed:…………………………………………….. Date: ………………………….

Headteacher signed:………………………………………… Date: ….................................