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| Job DescriptionEarly Years Teacher to lead Little Kingfishers’ Day Nursery |
| **Responsible to:** | Headteacher / Senior Leadership Team |
| **Main Purpose of post*:*** | * Lead the day-to-day running of the nursery including quality improvement, leading staff and some administration.
* Ensuring a high standard of physical, personal, emotional, social and intellectual education and care for all children in the nursery.
* Supervision of and support to the team members within the nursery thereby implementing high standards of quality practices.
* To be key to raising the quality of Early Years provision and act as an agent of change to improve practice in the nursery.
* To lead practice across the Early Years Foundation Stage (EYFS), support and mentor other practitioners and model the skills and behaviours that safeguard and promote good outcomes for children, and, in addition, work in close collaboration with other agencies.
* Liaise with the Foundation Stage teacher to ensure continuous provision into Reception.
* Encouraging the involvement and support of parents, the community and support services.
* Lead the assessment and recording of pupil progress.
* To have the skill, creativity, commitment, energy and enthusiasm required for leading practice in the Early Years.
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| **Key Areas:** |
| * High standards of care and early learning of all children.
* Work with and support children.
* Work as part of a team.
* Team building and staff management.
* Build and maintain strong partnerships with parents.
* Business development and administration
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| **Main Responsibilities and Duties:** |
| **High Standards of care & early learning of all children*** To be accountable for the delivery of high-quality provision.
* To be aware of and act in accordance with current legislation, good practice, nursery policies and procedures and support team members to do the same, ensuring all policies and procedures are followed.
* Plan, implement and review a high-quality and engaging curriculum for all children.
* To adhere to, and support all team members to understand and implement, the requirements of the Early Years Foundation Stage.
* To follow all relevant Acts including the Equality Act 2010 and the Data Protection Act 1998 that relate to staff employment and record keeping.
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
* To ensure all record keeping is accurate and up to date, including learning journeys of all children, accident forms, and any other forms/records required for the child’s welfare, learning and development.
* To contribute to the work of a multi-professional team and co-ordinate and implement agreed programmes and interventions on a day-to-day basis.
* Ensure a smooth transition from Nursery into Reception.
* Ensure safeguarding procedures are adhered to.
* Ensure the implementation of the SEND Code of Practice with support of school SENDCo.

**Work with and support children*** Provide high quality support for all children, both individually and as a group, ensuring needs are appropriately met.

**Lead a team and develop a positive ethos working and learning environment*** To lead a team of professional workers with a sense of positivity, pride, energy and enthusiasm.
* Always model and ensure good practice in nursery by all staff.
* To be responsible for all nursery staff, students and voluntary workers. Supervising and supporting all members of the nursery team in their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline.
* To work alongside the staff team to ensure that the nursery philosophy is fulfilled.
* To provide leadership in the delivery of the Early Years Foundation Stage to other practitioners within the setting.
* Lead regular staff meetings for all nursery staff.
* Guide, support and train staff on the EYFS assessment and tracking against the EYFS development stages.
* To promote the high standards of the nursery always to parents, staff and visitors.
* To support all team members with the early identification and intervention for children with possible special needs and give physical, emotional, intellectual guidance as appropriate.
* To instigate the development and implementation of systems to monitor and record child development.
* To ensure high standards of safety, hygiene and cleanliness are maintained at all times and ensure staff compliance and awareness, including training where appropriate.
* To ensure room checks and outdoor checks are conducted in line with nursery procedures.
* To undertake domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment and such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head Teacher.
* To monitor and evaluate the effectiveness of the provision, liaising with SLT.

**Team building and staff management*** To formulate and operate a programme of high-quality activities that meet the individual needs and interests of children in the nursery in conjunction with other team members.
* To establish and sustain a culture of collaborative and co-operative working between colleagues.
* To support new team members through inductions in partnership with other members of staff.
* To ensure confidentiality of all information received by all team members

**Build and maintain strong partnerships with parents*** Build strong parent/carer relationships through day-to-day liaison with parents.
* Dealing with any complaints from parents.
* To work in partnership with families and parents/carers at home and in the setting and support all team members to do so.

**Business development and administration*** To establish and maintain effective working relationships and communications with other agencies and professionals associated with the nursery.
* To plan and organise staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted Inspectorate guidelines and nursery procedures.
* To work alongside the Academy Trust Business Manager to administer the collection, recording and banking of fees and budgets with assistance from the Nursery Administrator.
* Marketing and advertising the nursery as necessary to ensure the nursery runs to its full capacity
* To ensure that all staff have an up-to-date enhanced Disclosure and Barring Service (DBS) checks
* To oversee the running of After School Club acting as point of contact for ASC staff.
* Report to the Head Teacher as necessary.
* To open and close the nursery when required.
* Maintain accurate and statistical and personal records relating to staff, children and families within the nursery and record all information on SIMs.
* Ensure the safe storage and appropriate access for all information to guarantee compliance with GDPR legislation.
* Collate accident statistics in preparation for H&S meetings.
* Work closely with the Nursery Administrator and School Office Manager and assist with the completion of data returns and any other nursery-based work.
* To complete nursery-based administrative duties as required which will include responding to emails from parents and school staff in a timely manner.
* To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the Head Teacher.

This job description is used as a guideline to assist you in your duties. It is not an exhaustive list and we would be pleased to discuss any constructive comments you may have. The evolving nature and changing demands of a nursery means that this job may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the nursery.**The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure.****Safeguarding is everybody’s responsibility.** |