



HIGHWOOD PRIMARY SCHOOL

JOB DESCRIPTION: Nursery Manager

Accountable to: Headteacher, Deputy Headteacher and EYFS Assistant Headteacher

Core Purpose	
<ul style="list-style-type: none">• With guidance from the SMT, to provide vision, direction and leadership for Highwood to build on its strengths and develop it into an outstanding school.• To ensure the highest possible quality of education for all children and to further improve standards of achievement, within the nursery.• To ensure that Highwood provides a caring, nurturing environment where our values are central to the ethos of the school and its teaching.• To ensure the Learning Behaviours are a fundamental aspect of day to day classroom teaching and learning within their phase.• To carry out such other duties as may be required by the SMT.	
Key Tasks	
1. Leadership	<ul style="list-style-type: none">• In partnership with the Headteacher, Deputy Headteacher, SMT and Governors, to implement the School Development Plan and to evaluate its effectiveness in bringing about improvement.• To analyse assessment data, ensure targets are set, and the progress of all nursery pupils monitored and evaluated on a regular basis.• To lead provision for the nursery setting.• To support the nursery staff in the provision of learning opportunities matched to pupils' individual needs and to work alongside them, in order to scaffold pupil achievement and to model good practice.• To establish, support and promote school policies and aims within the nursery.• To address parents' meetings and other public events, as required.• To promote and develop strong professional relationships across the stakeholders in the nursery.• In partnership with the SMT to facilitate and support the highest standards of teaching and learning through the maintenance of a high-quality learning environment within their phase.
2. Management	<ul style="list-style-type: none">• To work with the SMT to ensure all staff understand the vision and ethos of the school, its current aims and objectives and their role in making sure they are fulfilled.• To comply with all policies and to submit reports and information as required.• To undertake administrative tasks, as required by the SMT.• To keep abreast of best practice and new thinking in primary education relevant to their phase.
3. Teaching and Learning	<ul style="list-style-type: none">• To demonstrate Outstanding classroom practice.• To ensure that curriculum planning and provision are appropriately differentiated and that pupil achievement and progress are effectively assessed and recorded within the nursery.• To promote high academic standards and to maintain a stimulating and structured learning environment across the phase.• To carry out teaching duties in accordance with the school's schemes of work and National Curriculum requirements.• To monitor progress towards the achievement of pupil targets and regularly analyse pupil attainment data, to ensure effective inclusive practice across their phase.• To ensure that teaching contributes to the spiritual, moral social and cultural development of the pupils.

4. Monitoring and Evaluation	<ul style="list-style-type: none"> • To support the Headteacher and Deputy Headteacher and SMT to monitor and evaluate the effectiveness of the whole curriculum and its appropriateness for each pupil in the nursery. • To monitor the behaviour of all pupils within the nursery. • To support personal, social, moral and spiritual development of all pupils. • To monitor and evaluate the learning journey of children within their key groups.
5. School ethos and pastoral care	<ul style="list-style-type: none"> • To be pro-active in maintaining good pupil behavior. • To provide advice and support to parents and promote a close partnership between home and school. • To be accessible to pupils, support, staff, governors and parents at reasonable times.
6. Parents, Carers and the Community	<ul style="list-style-type: none"> • To maintain and develop a strong and mutually supportive partnership with parents and carers by encouraging active involvement and co-operation in their child's education and in all aspects of school life. • To meet with parents, updating them on their child's progress.
7. Staff Development	<ul style="list-style-type: none"> • To contribute to staff development as required by the Headteacher. • To review and monitor staff CPD targets as directed by the Assistant Headteacher.

Signed: _____ Postholder

Signed: _____ Headteacher

Date: _____