Hours: 26.25 hours (Monday to Friday)
Weeks: Term time
Annual Leave: Taken outside of term time and paid pro-rata throughout the year.
No annual leave to be taken during term time.
Salary: Grade 2, SCP 3-5 (FTE £22,737 - £23,500)
Benefits: Local Government Pension Scheme.
Location: Based at St Peter's Church of England Primary School, Plymouth

Hours of Duty: Decided in agreement with the line manager and confirmed annually (minimum). Some occasional evening work may be required to meet the training demands of the role.   This may already be included within your annual contracted hours or may be paid as additional hours, subject to prior approval.

Line Management
1. Direct Line Manager: Headteacher
2. Day to day: Nursery Manager
3. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities

Key Purpose and Level of the Role
- Ensure the effective daily management of the nursery in accordance with policies, all Local Authority and OFSTED regulations and any other relevant legislation
- Ensure the safety, security and well-being of all children attending the nursery
- Monitor and ensure all agreed quality and safety standards are maintained in the nursery at all times
- To ensure the safety, security and wellbeing of all children attending the nursery

Where reference is given to 'pupils', this may include those with special/additional needs.   The role promotes the inclusion and acceptance of all pupils, ensuring all have equal opportunities to learn and develop.

Qualification needs: A full and relevant Level 3 Early Years Qualification

Key Roles and Responsibilities

- Support the learning and development of children through playful interactions
- Lead carpet time sessions and small group activities throughout the day
- Contribute to long, medium and short term planning
- Identify the children's emerging needs and interests
- Monitor the progress and development of children in your key worker group, ensuring that they have opportunities to further their learning throughout the day
- Liaise with parents/carers and encourage partnership working with external agencies to ensure each child's needs are recognised and met
- Attend team meetings and training as required
- Keep up-to-date with best practice

General
- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings

- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes during paid hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required supervising a group

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list.   Duties may vary according to the needs of the academy and pupils at the time.

Although the post in based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our other academies, subject to notification and acceptance by the post holder.   Travel is paid if this is required.

Acceptance of this Job Description

On behalf of St Christopher's C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: