



CATALYST

Benyon Primary

Tyssen Place, South Ockendon, Essex RM15 6PG
Telephone: 01708 853200 E-mail: admin.bps@catrust.org.uk

Job Description for Nursery Lead

Role: Nursery Lead

Responsible to: EYFS Lead

General Duties and Responsibilities:

- To plan, prepare and line manage the staff and children within the nursery
- To work with and support the staff in fulfilling the social, emotional, educational and welfare needs of the pupils
- To work with the EYFS Lead to provide a high quality curriculum and promote the ethos and principles of the school
- To liaise with the admissions officer regarding new intakes
- To work closely with parents, organise home visits and ensure smooth transition to nursery
- To secure the safety, welfare and good conduct of pupils at all times
- To provide general physical care and attention to pupils, including attending to minor sickness, injury or soiling
- To support children in their indoor and outdoor learning environments paying particular attention to the curriculum
- To carry out individual observations, assessments and reports
- To liaise with external agencies with regards to the development of the children
- To carry out rewards and sanctions in line with the school's Behaviour Policy and maintain good order and discipline of the pupils
- To set up and clear away equipment
- To assist in the preparation of classroom aids and activities
- To escort pupils on educational visits
- To provide general assistance at school functions
- To help prepare and display pupils' work around the school
- To assist with the training of students on placement in the school
- To engage with all CPS relevant to the role
- To pay regard to the school's Equal Opportunities, Race Equality and Multicultural Policy, Staff Absence Policy and Health and Safety Policy

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

