Job Description

Title of post	**Nursery Lead Practitioner**
Salary	Grade G SCP13-18 Actual Salary £22,608 - £24,532 (£30,023 - £32,578 FTE)
Hours of work	32.5 hours per week, term time only plus 1 week 8:15am – 3:30pm Monday to Friday
Line manager and responsible for reviews	Headteacher & Leadership Team

Purpose of the Post

The purpose of the Nursery Lead Practitioner role is to provide effective day-to-day leadership and management of the nursery, ensuring the highest standards of early years provision. The post holder will actively support and promote the nursery's policies, ethos and vision, fostering a culture of high achievement for all children. Working closely with the EYFS Leader and the wider leadership team, the role will contribute to the formulation and promotion of the nursery's aims and objectives, drive continuous improvement in practice, and support the professional development of staff.

Key Responsibilities

- Work within the NSAT Conditions of Service and Code of Conduct.
- Support and promote the ethos, policies, and development plan of the school/Trust while adhering to all relevant working practices and regulations.
- Actively engage in the performance management processes within the school/Trust, seeking feedback and using it to improve performance both within and beyond formal development opportunities.
- Actively pursue personal professional development by engaging in training, meetings, and networks, consistently seeking opportunities to improve service delivery, knowledge, and practice in the role.
- Undertake whatever other duties might reasonably be requested by the Senior Leadership Team or Line Manager subject to appropriate competence and training.

Main Duties and Responsibilities

- Support the policies, ethos and vision of the nursery and actively promote high levels of achievement in the nursery.
- Provide the day-to-day leadership and management of the nursery.
- Formulate and promote the aims and objectives of the nursery with the EYFS Leader.
- Seek and implement areas for improvement and the development of staff with regards to Nursery early years provision.
- Evaluate the effectiveness of the provision in the nursery in close collaboration with the leadership team.

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Activity planning and development

- Lead the nursery team in the planning and delivery of a creative and stimulating curriculum.
- Ensure the curriculum supports a range of learning styles and develops each child's independence.
- Take responsibility for the provision of high-quality learning activities throughout the nursery.
- Monitor the progress of children and report evaluated data to the EYFS Leader and Head of School.
- Work in partnership with the leadership team to monitor success and manage areas for improvement.
- Share and model good practice.

Leadership and management

- Work with the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working in the nursery.
- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Keep up-to-date with the requirements of the EYFS framework.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Always maintain the nursery's high standard of safety measures.

Communication

- Develop and maintain effective relationships with parents, colleagues, and the local community.
- Develop and maintain links with the Academy Trust advisory and support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- Keep a record of every child's progression and make this accessible for parents.
- Attend meetings as requested by the Head of School.
- Communicate any local and national changes relating to early years and nursery settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from Nursery to Reception.

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- Have an understanding of how to appropriately communicate with all children in the nursery, including those with SEND.

Additional duties

- Promote the health and wellbeing of all children in the nursery.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Assist with administrative duties where necessary.
- Any other reasonably duties as requested by your line manager.

Fluency Duty

- In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
- For this role the post holder is required to meet the Advanced Threshold Level
- Advanced Threshold Level
- The post holder should demonstrate they can:
    - Express themselves fluently and spontaneously at length effortlessly.
    - Explain difficult concepts simply without hindering the natural smooth flow of language.
    - Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Method of Working

- Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.
- You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

- Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

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Special Conditions Of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

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