

ROCKLAND ST MARY PRIMARY SCHOOL & NURSERY JOB DESCRIPTION

NURSERY LEAD

PERMANENT, 19.75 HOURS PER WEEK, TERM TIME PLUS ONE

Line Manager:	Headteacher (but working to and with a qualified teacher on a day-to-day basis)
Salary	Scale point 12 – 17 of the Set Support Staff Scale FTE: £26,421 - £28,770 Pro-rata: £12,238 - £13,568 which includes an allowance for holiday pay

THE POST

The Nursery Lead will ensure a high standard of personal, social, emotional support and care for all children in the nursery. The Nursery Lead will supervise and support all team members in order to implement high standards of quality practice and be responsible for the day-to-day management of the nursery including quality improvement, marketing and administration.

Rockland St Mary Primary School & Nursery is a member of the Sapientia Education Trust (SET).

The schools are committed to the professional development of all staff and provide a safe and supporting environment to work in.

PERSON SPECIFICATION

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective flexible part of the team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected for the role are:

- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Drive an enthusiasm to lead and inspire a team to deliver outstanding nursery childcare;

- Able to work with minimum supervision;
- Able to maintain confidentiality appropriately;
- Good organisational and time management skills;
- Able to work on own initiative;
- Able to work as part of a team.
- Computer literate with good report writing skills;
- Able to work with parents/carers and encourage their involvement valuing the differences in family units;
- Able to organise own workload in the context of varied tasks;
- Commitment to equal opportunities;
- Able to work calmly under pressure;
- Commitment to professional development;
- A Full Clean Driving Licence is desirable.

The qualifications and previous experience required for the role are:

- 5 GCSE's at C or above including Maths and English;
- EYFS Level 3 qualification;
- EYFS Level 6 qualification is desirable;
- Further education qualifications e.g., A-Levels, Degree, NVQL are desirable;
- Basic Food Hygiene Certificate and Paediatric First Aid are desirable;
- Experience of managing a nursery setting including administration;
- Good understanding of the EYFS and Ofsted requirements as well as the welfare standards.
- Awareness of the Health and Safety at Work Act;
- Experience of working in partnership with parents and other agencies.
- Extensive understanding of Safeguarding.
- Managing staff.
- Monitoring of staff input into planning, learning journals and the key person system.
- Multi agency working.
- Experience of managing challenging behaviour is highly desirable.

JOB SPECIFICATION

General Responsibilities

The Nursery Lead will ensure a high standard of personal, social, emotional support and care for all children in the nursery. The Nursery Lead will supervise and support all team members in order to implement high standards of quality practice. The day-to-day management of the nursery including quality improvement, marketing and administration.

The post-holder will be required to comply with the Rockland St Mary Primary School & Nursery Code of Conduct.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Nursery Lead

- To promote the aims of EYFS
- To promote the high standards of the nursery at all times to parents, staff and visitors;
- 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 lead a team of professional workers and to ensure good practice at all times;
- To be aware of and act in accordance with current legislation, good practice, nursery policies and procedures;
- To adhere to, and support all team members to understand and follow, the legal 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 supervise and support all members of the nursery team in their day-to-day duties including induction, training and development, individual supervisions and discipline;
- To oversee that the agreed high standards of hygiene and cleanliness are maintained at all times.

HOURS OF WORK

Working weeks	Term Time plus one week
Hours per week	19.75 hours per week
Working Day	8.45am – 12.30pm Monday - Thursday 8.45am – 13.30pm Friday. 1 hour of PPA to be worked at an agreed time.
Unpaid Breaks	30 minutes when working six hours or more
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD/Inset Days	CPD/Inset Days are included in your pro-rata salary.
Overtime	Additional work may be required for which overtime is not paid, but time-in-lieu may be taken at agreed times.

REMUNERATION

Salary Details:

- Scale point 12 – 17 of the Set Support Staff Scale
- FTE: £26,421 - £28,770
- Pro-rata -£12,238 - £13,568 which includes an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post holder will be entitled to join Trust's nominated pension scheme for support staff.

DRESS CODE

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Sapientia Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of the Trust's Performance Management programme.