



# Gifford Primary School

Be Strong, Be Kind, Be Proud

## NURSERY LEADER RECRUITMENT PACK



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- Required for September 2025 (or earlier if possible)
- Salary: MPS – UPS + TRL (£38,766. – £60,092. + TRL)
- Closing date: 12.00 midday 9<sup>th</sup> May 2025
- Interview date: Friday 16<sup>th</sup> May 2025

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# Welcome



## HEADTEACHERS MESSAGE

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Dear Applicant,

Thank you for showing an interest in the position of Nursery Leader at Gifford Primary School. Gifford Primary School is a popular four-form entry school with a 104 place Nursery. Located in the London borough of Ealing.

We are seeking an enthusiastic and visionary Nursery Leader to join our exceptional team. In this role, you will drive ambitious initiatives, enhance our educational practices, and contribute to a thriving learning community. You will be a key player in implementing cutting edge strategies in a collaborative team environment.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email [HR@gifford.ealing.sch.uk](mailto:HR@gifford.ealing.sch.uk). We look forward to hearing from you.

Yours faithfully,

Sarah Wilson  
Headteacher

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# What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

**Ofsted Quote May 2024**

## What we are looking for

Pupils are at the heart of all we do



**Are you:**

- Ambitious?
- An inspirational teacher?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- Willing to work hard to uphold the schools exceptional provision?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

**If this is you, then Gifford is the place for you!**

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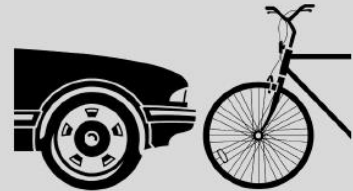
# What's great about working at **Gifford Primary School?**



**Creative approaches  
to the curriculum**



**Excellent CPD  
opportunities for all  
staff at all levels of  
their careers**



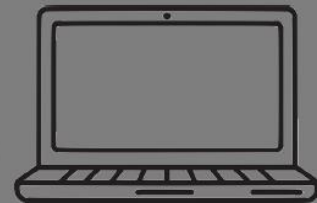
**Well resourced  
facilities including free  
parking on site and  
cycle to work scheme**



**Supportive employee  
assistance programme  
for all**



**A diverse,  
multicultural and  
stable staff team**



**PPA for all teaching  
staff exceeds the  
national expectations**



**Inner London Salary  
& Local Government  
Pension Scheme**



**Staff wellbeing and  
workload balance is  
fundamental to our  
approach**



**An extensive support  
team of highly skilled  
experienced  
professionals**

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# Person Specification

Qualifications and training		Essential	Desirable
1.1	Qualified teacher status.	✓	
1.2	A degree or equivalent.	✓	
1.3	Teaching experience with the age range and/or subject(s) applying for	✓	
1.4	Evidence of significant professional development that is relevant to a position of middle management.		✓

Teaching and management experience		Essential	Desirable
2.1	At least three years' successful teaching in the primary school age range.	✓	
2.2	Successfully carried out initiative development, implementation and evaluation.		✓
2.3	Experience of working with children with a range of needs.	✓	
2.4	Consistent teaching observation grades of good or outstanding.	✓	
2.5	Raised the achievement of a significant group of pupils across the ability range.	✓	
2.6	Experience of management and implementation of local and/or national initiatives.		✓
2.7	Successfully promoted and deployed high standards of behaviour and a positive ethos within a school.	✓	
2.8	Effectively taught in Nursery & EYFS	✓	
2.9	Experience of leading INSET.	✓	
2.10	Experience of leading a subject within a school.	✓	

Professional knowledge, understanding, skills and attributes		Essential	Desirable
3.1	Understanding of effective teaching and learning.	✓	
3.2	The ability to model good/outstanding lessons for colleagues.	✓	
3.3	Monitored teaching and learning.		✓
3.4	Worked with the governing body.		✓
3.5	Deployed people and resources efficiently and effectively to meet specific objectives.		✓
3.6	Analysed and interpreted data to support the setting and meeting of challenging objectives.		✓
3.7	Awareness of current educational issues and their implications for schools.		✓
3.8	Evidence of accountability to the governing body, parents, pupils, staff and/or the LA for the effectiveness of an aspect of the school.		✓
3.9	A commitment to effective teaching and learning and raising achievement for children through a broad, balanced and stimulating curriculum.	✓	
3.10	A range of appropriate leadership styles.		✓
3.11	Personal flexibility; preparedness to adapt and find creative solutions.	✓	
3.12	Ability to lead teams and create positive, inclusive team spirit.	✓	
3.13	High standard of communication skills, oral and written, for a range of audiences.	✓	
3.14	Personal 'presence'; warmth, sense of humour, maturity, approachability.	✓	
3.15	The ability to motivate and empower colleagues.	✓	

Commitment		Essential	Desirable
4.1	Demonstrate a commitment to safeguarding and child protection.	✓	
4.2	A commitment to providing equal opportunities in both the curriculum and pastoral care, valuing the needs of individual children and the diversity of their cultural backgrounds.	✓	
4.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
4.4	Promoting the school's vision and ethos.	✓	

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# Job Description

## **Purpose:**

- Take specific responsibility and accountability for the day to day management and organisation of the 104 place Nursery
- Be an excellent classroom practitioner
- Have an impact on educational progress in your class and all the children in the Nursery
- Line manage and appraise nursery staff
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, deputy and assistant Headteachers

## **Duties and responsibilities:**

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

## **Teaching, Learning and Assessment:**

- Lead a core Nursery and a subject across the whole school
- Have overall responsibility and accountability for your Nursery area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular Nursery meetings with Nursery staff
- Develop, demonstrate and/or promote teaching and learning activities in Nursery provision
- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting for Nursery
- Monitor standards including recorded work in Nursery including reviewing long and medium term planning
- Be responsible for the organisation, planning and evaluation of all programmes in Nursery
- Manage, monitor and accurately account for the Nursery budget
- Evaluate, organise and monitor the use of resources

### Examples of specific actions:

- *Ensure data is accurate and logged at the correct collection points*
- *Ensure planning and delivery is effective and pupil centred*
- *Ensure Pupil Provision documents following Pupil Progress Meetings are effectively completed and are having impact*
- *Ensure the Nursery environment is updated regularly to ensure maximum learning and engagement*
- *Maintain effective communication with Nursery parents and stakeholders*

## **Effective organisation of the team:**

- To ensure your team works effectively on a day to day basis

### Examples of specific actions:

- *Ensure your team meets all deadlines*
- *Take a lead on communication both within and from your team*
- *Ensure interventions are focused and have learning impact*
- *Ensure planning is appropriately saved*
- *Ensure PP Pupils are receiving accelerated learning opportunities*
- *Ensure presentations are following the school agreed template for all subjects*
- *Take a lead on weekly phase meetings and ensure minutes are distributed*

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- *Ensure class timetables are following the school expectations*
- *Ensure home learning set is appropriate and following agreed expectations*

### **Leadership:**

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of Nursery on the LIP
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, deputy and assistant Headteachers
- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure your keep up to date with current developments in your TLR area and disseminate information as appropriate.

#### *Examples of specific actions:*

- *Lead on an aspect of school improvement and contribute ideas on how we can further improve the school*
- *Take a lead on your own professional development*

### **People and relationships:**

- To sustain effective, positive relationships with all staff, pupils, parents and governors and the local community
- To work collaboratively supporting others where necessary
- To manage and develop effective working relationships with all staff in the school
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, deputy and assistant Headteachers

#### *Examples of specific actions:*

- *Be available to support and advise staff as and when needed*
- *Attend community events which support the school and governors' meetings as required*

### **Other:**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Please refer to the job vacancy page on our school website for the Privacy Notice for job applicants.

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