



Job Description

Details of Post

- Title: Nursery Leader (Level 3):
- School: Woore Primary and Nursery School
- Reporting to: Line Manager
- Main Workplace: Woore Primary and Nursery School
- Post Number:
- Grade and SCP: Grade 6 (SCP 8-11)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Work with children aged six and less, under the guidance of the teaching staff and nominated Teaching Assistants and within an agreed system of supervision, to implement agreed work/care/support programmes with individuals or groups, in or out of the classroom.

Manage the whole planning cycle (with consultation from teacher as required), and with the management and preparation of equipment and resources. Take responsibility for specific learning and play activities under an agreed system of supervision.

Staff may also occasionally supervise whole classes during the short-term absence of teachers. Staff may be directed to work within other roles across the school on occasions or following changes in circumstances.

Principal Duties and Responsibilities

1. Support for Pupils

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/Strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning and play activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

- Use specialist skills / training / experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangements with pupils, and provide support for distressed pupils.
- Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.
- Care for sick and injured children, including contact with parents, and administering first aid.

2. Working with Others

- Plan, evaluate and adjust lessons / work plans as appropriate alongside other nursery staff (seek advice from teacher where needed)
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom for sessions and clear afterwards. Display pupil's work effectively.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Generate accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical / admin. support e.g. dealing with correspondence, analysing data on attendance, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Ensure relevant procedures relating to funding for pupils is completed in a timely manner.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information for pupils entering or leaving the setting.
- Contribute to the development and implementation of appropriate behaviour management strategies.

3. Support as line manager

- Line manage nursery assistants working within the setting and conduct appraisals annually with a mid-term review.
- Support and guide nursery assistants with their role and personal targets

4. Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.

- Implement local and national learning strategies (where applicable) as directed by the teachers/SENCo
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.
- Ensure provision supports pupils to work within the EYFS curriculum requirements.

5. Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- 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.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of pupils out of school hours.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

6. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher/Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/Governing Body in negotiation with the post holder at any time. However, an annual review of this job

description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Any other duties that would reasonably be expected of the post holder.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**