

Job Description and Person Specification

Job Title	Nursery Leader
Responsible to	The Head of EYFS
Context	The Nursery Leader will be responsible for the day to day running of the Cundall Nursery ensuring appropriate staff supervision is maintained throughout the day. They will perform an important role in caring for children, liaising with parents, supporting staff and maintaining a high quality, stimulating indoor and outdoor learning environment where children will thrive. They must be able to implement new ideas, impart knowledge and skills to colleagues and use a range of strategies to continually improve practice within the nursery setting. They will continually monitor and oversee the effective learning and personal, social and emotional progress of each child consistent with the aims and ethos of Cundall Manor School.
Strategic Responsibilities	<p>Childcare and Education</p> <ul style="list-style-type: none"> ● Provide a high standard of care for children. ● Act as a "key person" for a group of children, tracking their progress, development, and achievements. ● Plan, prepare, and deliver appropriate and stimulating activities in line with the EYFS curriculum. ● Address any special educational needs or disabilities (SEND) in the group and work with other professionals as required. ● To lead observations and assessment of children's learning and development ensuring that records are maintained to a high quality and reviewed effectively. <p>Staff Leadership and Management</p> <ul style="list-style-type: none"> ● To contribute to the creation of a safe, welcoming and inclusive indoor and outdoor enabling environment for all children to develop and learn through play. ● Lead a team of nursery practitioners, delegating responsibilities and managing rotas. ● To deploy staff and resources effectively to ensure that children are properly supervised at all times and that staff-to-child ratios are met. ● To Support and develop the nursery team in all duties including setting up, clearing up and planning activities. ● To Promote positive behaviour and motivate the team. ● To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day. ● Report to and meet regularly with the Head of Early Years to discuss Nursery matters including children, parents and staffing.
Operational Responsibilities	<p>Health, Safety, and Compliance</p> <ul style="list-style-type: none"> ● To be responsible for the safeguarding and welfare of all children in the Nursery. ● Be aware of and comply with all policies and procedures relating to child protection, health, safety and security. ● Ensure the nursery environment is safe, clean, and well-organised. ● Maintain accurate records for each child, including attendance, development, and incident reports.

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	<ul style="list-style-type: none"> ● Ensure all staff understand and follow nursery policies and procedures, especially those related to safeguarding and child protection. ● Assist with preparing for inspections by regulatory bodies. ● Ensure the nursery is compliant with all relevant legislation and guidelines. <p>Communication and Administration</p> <ul style="list-style-type: none"> ● Build strong relationships with families, acting as the lead point of contact for questions and concerns. ● To support the nursery team in ensuring all practitioners establish constructive relationships with parents and exchange information regarding their child's progress and daily updates. ● To provide clear and accurate progress reports of pupils' stages of development and targets for progress through the agreed schedule of reporting, parents meetings and by regularly sharing observations via each child's on-line learning journal (Tapestry). ● Handle administrative duties such as managing resources, and records.
Skills and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> ● Childcare qualification: EYTS or equivalent full and relevant Early Years Qualification (e.g., Level 6 Diploma in Early Childhood Studies) or Qualified Teacher Status ● Experience: Significant relevant experience as a Nursery /lead practitioner or room leader working with young children in a nursery or early years setting. Demonstrate outstanding age-appropriate teaching and provide a fun and learning rich, play based experience for Nursery ages. ● Knowledge: A strong, practical knowledge of the Early Years Foundation Stage (EYFS) as well as child protection and safeguarding procedures. ● Skills: Excellent communication, organisation, and time-management skills. ● Personal attributes: Patience, empathy, adaptability, a genuine passion for early childhood development, and the ability to remain calm under pressure. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience in assessing and tracking progress using Ages and Stages of child development knowledge of Tapestry, ● Pediatric First Aid
Other Conditions	<p>Offer Conditions</p> <p>Cundall Manor School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check.</p> <p>Health and Safety</p> <p>Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take</p>

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	reasonable care for your own health and safety and for the health and safety of others.
Salary	Commensurate on experience, to include employer pension contribution and lunch.
Contract	Permanent.