

Job Description and Person Specification

Job Title: Nursery Room Lead

Reports to	Assistant Head for Early Years
Contract	Permanent
School	City Academy Whitehawk
Location	Whitehawk Road, Brighton, BN2 5FL
Grade	Brighton and Hove School Support Staff NJC Pay Scale; Grade 6 SCP 19 to 22
Hours	35 per week
Working Weeks	39

Job Description

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

Role Purpose

To take a lead role in the planning and delivery of high quality education programmes for children some of whom will/may have special educational needs. Ensuring the care and welfare of the pupils and staff within the Nursery, in accordance with policies and procedures. To assist with the supervision, training and development of other nursery staff.

Key tasks

- To work in conjunction with the Assistant Head for Early Years leading the nursery team, creating a positive environment in which a child's all round development is nurtured.
- To ensure the classroom is prepared according to specific activities and ensuring that cleaning up is carried out safely and securely in accordance with Health & Safety guidelines.
- To ensure that equipment is maintained in a safe and clean condition, organising for defected equipment to be fixed or replaced, ordering and taking delivery of any required resources as applicable.
- To ensure that the personal needs of the children are met to the highest possible

standard in regard to toileting, washing and general matters of care and comfort.

- To take a lead role in the delivery of high-quality education programmes including specific activities.
- To plan and organise outdoor play, including the use of specialist resources fostering the growth of language communication and independence skills
- To take sole responsibility for groups of children.
- To monitor, assess, record and report on children's development, ensuring records are updated, sharing appropriate information with staff, nursery teacher, parents, carers and therapists as required.
- To respect children as individuals, encouraging them to value others and themselves with committed aims to develop each child's self-confidence.
- To assist with the planning, organisation and development of the general life of the school/nursery, for example: assemblies, parents meetings, celebrations, educational visits and festivals.
- To assist with the maintenance, development and promotion of policies and procedures, ensuring that all are adhered to in an efficient, professional manner.
- To identify the need for, plan and lead regular discussions concerning high priority issues, and assisting the Assistant Head for Early Years with the forward planning and assessment of individuals.
- To liaise with children, staff, and students, as well as parents, carers, health visitors, therapists and other early years professionals participating in meetings both internally and externally helping to build strong links with everybody involved in the high standard of care and education provided.
- To answer the telephone and respond appropriately to calls, dealing with parents sensitively
- To welcome parents into the school/nursery and to discuss and advise on the form of help and support that is available for themselves and their children, as well as carrying out home visits, if required, with a teacher or other member of staff from the team.
- To ensure the safe and secure collection of the children.
- To implement and monitor specialist programmes from other departments e.g. Art Therapist programmes, either alone or in conjunction with the Assistant Head for Early Years.
- To devise and implement short, medium and long-term plans for the children ensuring that care and education is delivered in accordance with the Early Years Policy/Foundation Stage Curriculum.
- To ensure that the nursery environment is welcoming and comfortable for children, staff and visitors, ensuring resources, equipment and supplies are in good condition and

that the whole nursery meets statutory requirements for hygiene, health & safety and building maintenance.

- To undertake Line Management responsibilities including assisting with recruitment and selection, undertaking staff reviews, providing on-going support and training to the Nursery Staff and mentoring to students/other visitors.
- To be willing to demonstrate good practice to nursery visitors/ be a role model for observations.
- The post-holder is responsible for ensuring that the Trust's equalities policy is fully implemented in all areas of his/her work as is the Trust's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person Specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C =Certificates I= interview
Qualifications	NNEB, BTEC or NVQ Level 3 in Childcare (or equivalent qualification)	E	C
	Paediatric First Aid	D	C
Experience	Minimum of four years' previous experience of working with young children in an early years setting	E	A
Skills/Abilities	Excellent numeracy/literacy skills	E	I
	The ability to communicate effectively with a wide range of people, children, parents/carers, teachers and professionals from other agencies	E	A
	The ability to work effectively and positively as part of a team	E	A
	The ability to react quickly and calmly and solve problems in relation to the supervision of pupils, referring to line manager and procedures as required	E	I
	To be able to efficiently organise and lead meetings, sometimes with outside agencies	D	A
	To be able to observe closely, and keep accurate records of the development and learning of all pre-school children including those with special needs	D	A
	The willingness and ability to work in close partnership with parents/carers from all backgrounds, cultures and beliefs	E	A
	The ability to make quick decisions, and to respond appropriately in case of emergencies following set procedures	E	I

	The ability to work on own initiative and to effectively utilise personal skills	E	A
	To be able to contribute to assessments, curriculum planning and evaluations	E	A
	The ability to undertake a range of specialised training relating to the role	E	A
	Effective leadership skills and ability to motivate staff	D	I
	Excellent planning and organisational skills	E	I
	Ability to work within and promote established routines, policies and procedures	E	A
	The ability to assess the risks to children and minimise those risks	E	A
Attributes	Commitment to acting in the best interests of the financial probity and reputation of the school	E	I
	Display a commitment to, and an ability to contribute to the protection and safeguarding of children and young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Willingness to participate in future training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Auroa Academies Trust vision, values and ethos	E	I