

The Shropshire Gateway Educational Trust

JOB DESCRIPTION

JOB TITLE: Nursery and Childcare Leader **SCHOOL:** **Stottesdon CofE Primary School**

SALARY : £20,000 **HOURS:** 36.67

POST STATUS: To cover maternity **WORKING YEAR:** 52.14 weeks
Terms and conditions are in line with NJC scheme but salary is fixed rate.

GENERAL INFORMATION

- To provide safe, high quality education and care for Nursery children
 - To fulfil legal and statutory requirements
- To manage day-to-day operations of the Nursery and Wrap Around Childcare
- To effectively lead and manage the staff team including providing day to day guidance, appraisal, allocation and monitoring of work, training and support to all practitioners
 - To ensure all policies, procedures and curriculum are implemented and adhered to at all times
 - Planning, preparing, and delivering learning activities for individuals / groups or for whole classes
- Monitoring pupils and assessing, recording, and reporting on pupils' achievements, progress, and development.
 - To create engaging and challenging learning environments
 - To keep abreast of current early childhood thinking/trends
 - To be influential in developing strong links with parents

Leader Duties:

- To take responsibility for leading Nursery and wrap-around care sessions Monday – Thursday and have systems in place for the running of Nursery and wrap-around on a Friday.
- To manage the day to day running of the Nursery and wrap around care sessions, ensuring they are appropriately staffed.
- To take responsibility for planning and implementing long and short term curriculum plans which ensure that each child is working towards child development outcomes and to monitor the effectiveness of the curriculum.
- To be responsible for providing a high quality of teaching for Nursery, ensuring that staff are properly deployed and offer appropriate stimulation and support to children.
- To draw up and to supervise the daily programme of Nursery and wrap around care activities and events.
- To be responsible for implementing systems of observation and record keeping so that children's attainment and progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- To manage up to eight members of staff, ensuring that regular staff appraisals and half-termly staff meetings take place.
- To develop an effective staffing structure within the Nursery and wrap around care sessions.
- To organise the key worker system and to supervise staff on a daily basis; to be responsible for monitoring the quality of teaching.
- To identify individual staff training needs, ensuring excellent Continued Professional Development within the team.
- To ensure that records are properly maintained, e.g. daily attendance register, accident and incident book, medication book.
- To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To ensure that the Nursery and wrap around care sessions are a safe environment for children, the equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.
- Liaise and report to the Headteacher as required.
- Contribute to and implement agreed policy and practice.
- To liaise with other professionals as necessary and ensure that all legal and statutory requirements are implementing; to provide reports as required.
- To attend meetings as required.
- Participate in training and other learning activities and performance development as required.
- 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.
- Any other duties as requested by the Headteacher.