

### GLF Schools - Job Description

<b>Job Title</b>	Nursery Room Leader	<b>Job Reference</b>	
<b>Location</b>		<b>Travel Required</b>	
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>● To be responsible for the development and daily management of the Nursery providing a safe, caring and stimulating learning environment for children 2 – 5 years of age.</li> <li>● To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.</li> <li>● To develop, implement and review the Trust and school policies, procedures and practices within the Nursery, including all relevant legislation.</li> <li>● To ensure high quality teaching and to make effective use of resources in order to achieve the highest standards of learning and achievement for all children.</li> </ul>			
<b>Main Duties</b>			
<p>Learning and Teaching</p> <ul style="list-style-type: none"> <li>● Plan, prepare and teach high quality lessons that meet the needs of all children within the class and facilitate good learning and progress.</li> <li>● Provide a high-quality enabling environment at all times which includes purposeful continuous and enhanced provision and effective staff interactions as well as clear structure and routines relevant for young children.</li> <li>● Use Birth to 5 and Development Matters guidance and Trust foundational knowledge documents to set clear targets for improvement of children’s achievement and monitor children’s progress towards these targets.</li> <li>● Assess, record and report on the development, progress and attainment of children using information about the whole child gathered from home and the wider Nursery support team. To include the 2-year-old check where relevant.</li> <li>● Make and keep records on all prime areas to include the personal and social needs and development of children, their physical development and language development.</li> <li>● Regularly provide feedback to children and their families in accordance with the school policy.</li> <li>● Ensure the effective/efficient deployment of Nursey support staff.</li> <li>● Ensure all children are safe and secure at all times and that appropriate risk assessments are made for specific children e.g. those with SEND / children in crisis.</li> <li>● To identify any additional need early for specific children and develop relationships with outside agencies to ensure that need is addressed and supported quickly and effectively in liaison with the SENCO.</li> <li>● To create a Nursery culture / ethos that respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion.</li> <li>● To set high expectations for behaviour and conduct for both staff and children.</li> <li>● Effectively use ICT to support teaching and learning</li> <li>● To attend and participate in staff meetings and planning and development days including INSET.</li> </ul>			

### **Key Accountabilities**

- Undertake the daily management of the Nursery to ensure that high standards are developed and maintained throughout.
- Keep abreast of legislation, guidelines, policies to ensure the Children’s Act and the Early Years Foundation Stage Welfare Requirements are met at all times.
- Ensure the daily check list has taken place to assess the safety of the environment.
- Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure best practice and consistency.
- Ensure that appropriate records and administration systems are maintained to ensure confidentiality of information.
- To work in partnership with feeder settings / Nursery schools / pre-schools / PVI’s to ensure the smooth transition of children into the Nursery where appropriate.
- To work with Reception teachers to ensure the smooth transition of children from Nursery to Reception.
- Ensure staff training and development plans are up to date and continued professional development is identified in staff CPDD meetings.
- To act as an ambassador for the Nursery and school and to maintain a positive image of its aims and objectives and the vision of leaders.

### **Other**

- To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Headteacher/Responsible Officer.

### **Accountability**

- Accountable to the Headteacher / Early Years Lead.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work, at times at another site, that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

### **Collaborative working**

- GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.