

Chapel Hill Primary School & Nursery

JOB DESCRIPTION

Title of Post:	Nursery Room Leader
Responsible for:	EYFS Strategic Lead Headteacher
Salary Scale:	Scale 3 Point 6
Hours of duty:	8.30am – 2.50pm, term-time only

Purpose of Job:

- ☐ To provide safe, high quality education and care for nursery children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute and implement nursery policies.

Main Duties and Responsibilities

- ✓ To take responsibility for drawing up long term, medium term and sessional curriculum plans which ensure that each child is working towards early learning goals; to monitor the effectiveness of the nursery curriculum.
- ✓ To be responsible for providing a high quality of teaching, and ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- ✓ To draw up and to supervise the daily programme of nursery activities and events.
- ✓ To be responsible for implementing systems of observation and record keeping so that children's attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- ✓ To organise the keyworker system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
- ✓ To ensure records are properly maintained; e.g. daily attendance register, accident and incident 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 is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced.
- ✓ To liaise with Ofsted and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.
- ✓ To contribute to and to implement all nursery policies and procedures, especially those on equal opportunities and confidentiality.
- ✓ To attend in-service training and meetings as required.

Within the School

- ✓ Contribute to and support the overall ethos/work/aims of the school.
- ✓ Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- ✓ Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all school opportunities to learn and develop.
- ✓ Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above, as requested.
- ✓ Attend all relevant training and take responsibility for own development.
- ✓ Attend all relevant school meetings as requested by the EYFS Strategic Lead/Headteacher.
- ✓ Carry out any other duties reasonably requested by the EYFS Strategic Lead/Headteacher.

Signed: Headteacher

Signed: Nursery Room Lead