

THORPE HALL SCHOOL

Head of Nursery - Full-time

Application deadline: 17th May 2019

Interview Date: 24th May 2019

Start date: September 2019

Salary range: £25,500

We seek to appoint an exceptional Head of Nursery to continue the outstanding work of the outgoing postholder, to co-ordinate our thriving Nursery classes (Age 2-4). The successful candidate will have an exceptional understanding of all aspects of the EYFS including current educational and safeguarding legislation, and have recent and relevant experience in leading a team.

This is an exciting opportunity for a hard-working, experienced Head of Nursery to join our friendly and supportive team. For more information about our outstanding Nursery please see the School's website <https://www.thorpehall.southend.sch.uk/nursery/nursery-welcome/>

To apply for the position, please send a covering letter addressed to the Headteacher, together with a completed application form and CV.

We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, enhanced DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.

Job description

Main responsibilities of the Head of Nursery

- To promote the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the school.
- To work as the DSL for the EYFS (see separate job description for further details)
- To support the Headteacher on all occasions.
- To promote a safe, stimulating and caring Early Years learning environment and to work with the team to provide high quality care and to promote and maintain high standards of good professional practice.
- To be the public face of the Nursery & Reception at school events such as, but not exclusively, Christmas productions and sports day.
- Set priorities for the Nursery & Reception classes that lead to the best educational experience for the children.
- Be prepared to use personal experience and expertise to support and advise in any class where needed.
- To be responsible for updating all of the Foundation Stage Policies and Handbooks and risk assessments.
- Hold staff supervisions on a half-termly basis.

- Co-ordinate all enrichment activities with external companies (yoga, swimming, drama etc.)
- Support the marketing and admissions team and maintain positive links and promote the facility in the local community. Effectively communicate information to prospective families and provide guidance and reassurance to families.
- Work with the Headteacher in the appointment, allocation and development of staff and to make the most effective use of their skills, expertise and experience.
- Arrange and co-ordinate parents' evenings alongside the class teachers/room leaders.
- To proof read reports for the department and work alongside the Reception teachers to provide high quality reports and provide relevant detail of children's progress.
- Maintain links with the Southend Borough Council Early Years Team via cluster meetings/Early Years staff training.
- Attend all relevant Nursery Managers' meetings run by Southend Borough Council.
- To keep abreast of current thinking by attending courses and continuing your own professional development.
- Build relationships and visit other EYFS settings in local schools.
- Foster a team spirit amongst the staff. Provide twilight training opportunities for all of the Early Years team. To identify and support further continued professional development within the Early Years Team.
- Any other duties the Headteacher deems necessary

Management Communication and Organisation

- To implement the Framework for the Early Years and Foundation Stage.
- To lead and support staff in delivering the Early Years curriculum through 'Development Matters'.
- To promote and facilitate multiagency working with the LEA SENCO, health professionals and other multi agency staff.
- To supervise the assessment of the children and moderate the half term and full term data.
- To attend KS1 staff meetings and whole school staff meetings. Set agendas, lead and cascade weekly team meetings to the EYFS team.
- To ensure staff attend relevant training and keep them up to date with best practice and current government policies.
- To ensure that adequate resources are made available to the Nursery/Foundation Stage.
- To contribute to the recruitment of new staff to the Early Years setting.
- To lead a programme of induction for new staff.
- To report the EYFS profile results to the local authority.
- Arrange cover for staff absences.
- To oversee the pupil Progress Check at age two years.
- To observe, performance manage and support the Early Years Team.
- To develop a close partnership with parents and to keep them informed of the work of the setting. Check Facebook is updated regularly.
- To make parents feel they are part of the Thorpe Hall School family. Provide welcome information events at the start of new academic years and welcome packs.
- Ensure there are regular events for parents to participate in.
- To complete a morning welcome at the Nursery door to make sure you are visible to parents and children.
- To complete a daily before school club from 07:30 to allow for continuous visibility for the Reception and Nursery parents and to allow for a warm hello at the start of the EYFS school day.

- To make sure parents/carers are kept fully informed with settling in visits and transition arrangements.
- Ensure parents are included in record keeping monitoring and reviewing the progress of their child by promoting parent partnership.
- To coordinate self-evaluation and quality improvement programmes for the Early Years Foundation Stage. Continue working towards completing the SEF documentation required for the Independent Schools Inspectorate
- **Applications**
Applications should include:
 - Teaching Staff Application Form – available from the school website
<http://www.thorpehall.southend.sch.uk/about/job-vacancies/>
 - An accompanying letter of no more than 700 words explaining your suitability for this post
 - A current CV with references.

Closing date for applications: 17th May 2019