



Bath & Wells Multi Academy Trust	
Job Title:	Nursery Lead
Location:	Trinity Anglican Methodist Primary School
Salary Range:	SCP 11-16
Reports To:	EYFS Lead
Full/Part time:	Full Time

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

The post holder will be responsible for the delivery of the best possible quality of integrated childcare and early education services within the Nursery for families within the local community.

As a member of the Nursery Leadership Team (NLT) the post holder will work with colleagues to ensure the integrated delivery of the childcare and educational provision within the nursery and will provide line management for a number of staff.

The post holder will be responsible for supporting the operational leadership of the Nursery ensuring that children within its care are safe and that it delivers the highest possible standards of early learning opportunities. This may include the school holidays.

The post holder must be flexible and innovative in promoting the development, welfare and potential of children within the Nursery, in line with the Statutory Framework Early Years Foundation Stage, and they will work effectively in partnership with parents to ensure the best possible service is provided.

Main Responsibilities and Duties

- Ensure the safety of all children within the Nursery, placing a priority on the implementation of the BWMAT'S policies and procedures with regard to Safeguarding and Health and Safety.
- As part of the NLT, ensure adequate staffing, effective organisation and the smooth running of the Nursery, liaising with the school office to ensure that adequate numbers of staff are available to meet statutory requirements and that staff are deployed effectively to provide a safe and stimulating environment for children.
- As part of the NLT develop a caring and supportive ethos within the Nursery and to help to create a welcoming and family friendly environment which maximises the benefits gained by both parents and children who use the provision.
- Ensure that at all times high standards of care and early learning are achieved in accordance with statutory requirements.



- Ensure that the EYFS is promoted and delivered within the setting and the principles adhered to by all staff and volunteers within the Nursery.
- Maintain effective communication between the Nursery staff and all partner organisations, in particular colleagues working in schools, children's social care and health settings.
- Ensure that the Nursery is adequately and safely equipped to meet the needs of all children, and that appropriate resources are procured and maintained.
- Ensure partnership arrangements are carried out effectively with parents, with staff providing regular feedback to parents about the daily activities of their child and their progress in terms of learning and development in line with the requirements of EYFS.
- Work as part of the NLT to construct and deliver an effective and fully inclusive high quality integrated Early Years educare curriculum which adheres to legislative requirements, 'good practice' goals, standards from OFSTED and other child care advisory statutory/voluntary agencies.
- Be responsible for all aspects of holiday provision within the nursery.
- Work within the framework established by the Nursery Leadership Team, to include:
 - a) Providing high quality childcare for the under-fives, which includes a wide range of activities and opportunities to enable children to achieve their full potential.
 - b) Assisting in the provision of a warm caring environment for children and their families, accessible to all.
 - c) Integrating children and parents with disabilities, sensitively and positively into the Centre, promoting participation in a range of quality activities.
 - d) Ensure childcare provision links to the Foundation Stage Curriculum and relevant planning.
 - e) Providing a high quality Early Years Curriculum which adheres to OFSTED requirements through planning, effective room organisation and provision of Early Years Resources.
 - f) Developing a high-quality play environment both indoors and outdoors, to meet each child's individual needs, in accordance with the Early Foundation Stage Framework.
 - g) Liaising with parents/carers to highlight the needs of their children and sharing developmental information on a regular basis.
 - h) Having an overall knowledge of and providing a service which values and respects the race, religion, language, culture, gender and needs of all the children and families using the nursery.
 - i) Working within the Health and Safety framework, BWMAT and OFSTED policies, procedures, guidelines and legislation to include emergency drills.
 - j) Identifying children's individual needs and plan accordingly working in partnership with parents and other professionals as necessary in order to help early identification and support as required.
- Work with the NLT in organising and ensuring that regular supervision and staff meetings take place and to line manage staff, ensuring that training needs are identified and are acted upon.
- Ensure that the Nursery's Equal Opportunities policy is followed.
- Ensure that welfare and outcomes of all children are monitored and reported on as required.
- To ensure that the welfare of any children upon a Child Protection Register or that are the subject of a child protection plan are designated as Children in Need or are identified as benefitting from Somerset Early Strategy and are monitored, ensuring that required reports are promptly and adequately prepared and passed on to the Safeguarding lead for the School/Nursery.
- Responsible for the management, supervision and appraisal of Early Years Assistants, Level 2/3 Workers and Unqualified/Level 1/2 Workers. Assist in the effective deployment of staff
- In the Nursery Manager's absence will deputise as leader taking on aspects of the leadership role.



- Have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.

Supervision and Management

To participate in regular supervisions, annual appraisals and staff meetings and continued professional development.

To lead on the induction of new staff.

To Line Manage nursery staff and ensuring the legal staffing requirements are met.

To contribute to the decision making of the running of the nursery.

Problem Solving, Creativity and Decision Making

The post holder is required to work in creative and imaginative ways with children and their families and to plan group activities. This may include developing play schemes, creating specific learning aids, research and adaptation to meet cultural needs, facilitating activities to develop family's ideas and needs.

As part of the NLT and in liaison with the school office manage daily staff rotas, staffing levels and respond to sickness ensuring that the child care provision at all times meet the legislative requirements.

Respond to child protection incidents on an immediate basis, following established protocols, which may involve alerting statutory emergency services.

The Deputy Leader must be able to step into the nursery leader's role, sometimes at short notice and must be able to work consistently at a management level and work to the organisations policies such as Safeguarding, Equal Opportunities, Data Protection and confidentiality.

The Deputy Leader will need to understand and implement other, appropriate policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources. Will keep abreast of good practice within the childcare sector and will actively contribute to research and development within the sector, both locally and nationally.

Decisions are taken relating to advising families about appropriate learning and care of their children. Decisions are taken daily as to the childcare provision provided.

The post holder will step up to take the place of the Nursery Manager when the Nursery Manager is absent and must be capable of decision making at this level.

The post holder, as part of the NLT, will make decisions on a daily basis in line with the Statutory Framework Early Years Foundation Stage Framework and within established good practice and policies and procedures. Will manage the work of various members of staff.

May need to make decisions on child protection issues on an "crisis" basis, which may require freedom to act "in the best interests" and therefore rely upon the post holder's personal expertise to create a short-term solution when access to other support mechanisms are limited, e.g. outside the "9 to 5" time band.

Key Contacts and Relationships

It is an essential element of the post to build and maintain a range of close contacts and relationships with other staff of the Nursery, children, young people and families and other professional staff.



There are frequent/daily contacts with care professionals, voluntary bodies and other agencies relating to client needs. These involve receiving and passing information about children, or about individual tailored packages of support.

The post holder may offer advice and guidance to families relating to the provision of support and care.

Resources

A wide range of resources to support children's learning including indoor and outdoor items and furniture for example:

- Books
- Stationery
- writing equipment
- ICT equipment
- Children play equipment both indoor and outdoor

Working Environment

The post holder will be expected to spend the majority of their time with the children "on the Nursery floor" but will be expected to attend meetings and training in other places as required.

The post holder will be responsible for the organisation and running of the wrap around care provision for the Nursery.

The childcare environment is inherently noisy and active. It includes working outdoors and away from the centre on visits and activities.

The work involves manual handling of persons, equipment and furniture indoors and outdoors in the Nursery / School environment. There is need, to physically lift children such as for safety or care needs.

The post holder is likely to come into contact with both parents and children who are infectious or who have personal hygiene needs or specific and/or disruptive behaviour patterns.

The Nursery operates on a term time basis.



PERSON SPECIFICATION

Job Title:	Deputy Nursery Manager or Nursery Lead
Location:	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	• Level 3 qualification in a relevant childcare related subject or above. • GCSE's in English in Maths, grade A-C or equivalent. • Willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils • experience of care work to achieve competence, supported by ongoing training to meet occupational standards • Safeguarding Basic Awareness • Experience of working with key children	• Level 4 qualification in a relevant childcare related subject. • Early Years Initial Teacher Training • Paediatric first aid • Food hygiene certificate
Knowledge	• Knowledge of children's needs. • Sound knowledge and understanding of the EYFS • An understanding of the importance of the observation, planning assessment cycle in EY. • Understanding of the 2004 Children Act.	• An understanding of the philosophy of the nursery
Skills and Abilities	• Ability to use discretion • Excellent personal organisation skills and ability to be flexible • Ability to be firm where appropriate • A team player who is able to lead others effectively • Good communication skills • Caring and compassionate to children's needs • Be an inspirational, creative and reflective leader • Leadership skills to lead other staff in the Nursery	• To lead operations in the Nursery in the absence of the Nursery Manager.
Work-related Personal Requirements	• Commitment to excellent educational standards • Sensitivity towards children and their families • Patience • Flexibility • Ability to use a variety of interpersonal techniques to establish supportive relationships with pupils, parents, carers and staff.	



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I agree that I have read the job description which is a fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: