

Nursery Manager Job Description



Post: Nursery Manager

Salary: UPS + SEN 1 Allowance + TLR

Accountability: Reporting to the Headteacher and Governing Body.
Line-managed by the Deputy Headteacher (Lower School).

The Headteacher of Foreland Fields School will have overall responsibility for the day to day management of First Leap Nursery and for ensuring that the performance of staff is managed appropriately and in line with statutory requirements and local authority policy.

KEY RESPONSIBILITIES

The Nursery Manager:

- is a practicing teacher and is thereby expected to undertake duties specified in the "School Teachers' Pay and Conditions Document" which is updated annually.
- will be expected to meet the National Professional Standards for Teachers which will be used to measure performance during annual Performance Management reviews.
- will organise and undertake home/pre-school visits to observe children being referred through the Multi Agency Early Years Planning (MAP) Meetings to clarify appropriateness. To discuss with line manager prior to making a formal offer at MAP.
- will attend all Multi Agency Early Years Planning Meetings in order to agree placements. To discuss decisions from these meetings with line manager on return.
- will actively engage with Local Inclusion Forums (LIFT) and STLS dimension groups.
- will be expected to build upon the continuous development and improvement of teaching and learning within the nursery through coaching, monitoring, training and development, self-reflection and support.
- will lead practice in the nursery and take responsibility, and be accountable, for all aspects of provision within it.
- will work in partnership with specialist support and expertise in developing high quality provision.
- will develop a personal role around vision, innovation and creativity, with clear focus on the continual improvement of provision.
- will carry out observations of children within their shared placement (mainstream nurseries) providing support and guidance as required for staff within the setting. Joint target setting with these placements should be undertaken in order to ensure collaborative practice and a consistent approach to a child's development priorities.
- will be expected to report on the impact of the work of the nursery in relation to individual pupil progress, outreach and standards.

- will have the responsibility for coordinating evidence and completing paperwork where it is felt that a child requires statutory assessment. This will also involve, in consultation with the Local Authority, supporting parents through the statutory assessment process.

DUTIES

The Nursery Manager will:

- ensure that all required paperwork is completed prior to a child starting within the nursery, including, where necessary, the completion of a Health Care Plan in consultation with the Deputy Headteacher (Lower School).
- be responsible for and oversee the day to day staffing, organisation and smooth running of the nursery.
- be involved in the employment of nursery assistants ensuring that successful applicants have the skills and attributes suitable for the role and hold (or are working towards) qualifications in line with statutory requirements (Statutory Framework for the EYFS).
- ensure good communication with main school colleagues in order to ensure a smooth transition to Foreland Fields School for nursery children transferring to Year R within the main school.
- keep a register and up to date records of all children using the nursery and provide regular feedback to parents regarding their child's development and progress.
- be committed to working in partnership with parents and carers. To ensure the nursery provides a welcoming and family friendly environment.
- be responsible for admissions, in consultation with the line manager, in line with the admissions policy agreed by the Headteacher and school governors.
- ensure effective communication with all partner organisations.
- ensure that all parents and carers to have a point of contact related to the progress and welfare of children within First Leap Nursery.
- ensure regular liaison is held with other Kent nursery providers in order to share and reflect on practice in observation and assessment nursery settings.
- Attend regular supervision settings in line with the EYFS Foundation Stage requirements and school policy.

STATUTORY REQUIREMENTS

The Nursery Manager will:

- ensure children within First Leap Nursery receive high standards of education and care in accordance with statutory requirements.
- ensure the EYFS is promoted and delivered within the setting and the principles adhered to.

- be responsible for ensuring that all nursery staff receive training appropriate to their role, in accordance with statutory requirements through liaison with the Deputy Headteacher responsible for CPD.
- report any concerns regarding the welfare of children within the nursery to the school's Designated Safeguarding Lead in accordance with school and statutory policy requirements.
- 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.
- work to school and nursery policies related to Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.
- understand and implement policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.
- maintain a good understanding of current statutory and curriculum requirements of Nursery and Early Years providers.
- ensure that all nursery staff receive regular supervision as detailed in the EYFS Framework.

TEACHING AND LEARNING / ASSESSMENT

The Nursery Manager:

- will carry out formative and summative assessment in line with the statutory guidance for the EYFS. Reviews should take place 3 times a year, and include parents, all professionals working with the child and the mainstream setting (if appropriate). Ensure reports are completed and distributed.
- will ensure that specialist technology/equipment is used effectively.
- will be responsible for medium and short-term plans for a class of children, drawing on agreed schemes of work and kept in the agreed format for teacher files.
- ensure a curriculum that promotes the prime areas of learning (Statutory Framework for the EYFS).
- ensure the effective delivery of educational programmes to children, working within a multi-disciplinary departmental team committed to consultation and planning at every stage - involving parents and carers in accordance with school policies.
- participate in systems of meetings and discussions designed to ensure regular exchange of information, effective decision-making and good liaison, both in and out of school.
- carry out regular and timely assessments identifying strengths and areas for development.
- provide regular updates of each child's progress via the Tapestry online learning journal.

LINE MANAGEMENT / MIDDLE LEADER RESPONSIBILITIES

The Nursery Manager Will:

- act as line manager to the nursery assistants, monitoring and supporting them in accordance with the school's performance management policy.
- Provide regular group and individual supervision sessions for all nursery staff in line with EYFS Framework requirements and school policy.
- ensure that nursery staff receive appropriate professional development based on an audit of need.
- work towards nursery and school improvement targets as agreed annually in the School Improvement Plan.
- take advantage of staff development opportunities linked to both school improvement and personal development needs.
- be a member of the middle-leadership team, contributing to monthly meetings and contribute to the strategic planning, monitoring, evaluation and development of the nursery provision.

The Nursery Manager will also be expected to undertake any other reasonable tasks or duties assigned by the Headteacher.