

Horsted School Job Description

Job Title: **Nursery Teacher with QTS (Nursery Lead)**

Responsible to: **Headteacher**

Purpose

To lead the development, setup, and delivery of Horsted School nursery provision for children aged 3 to 4, ensuring the highest standards of early years education and care in line with the EYFS statutory framework.

To teach children in line with whole school policies and schemes of work, and to undertake pastoral, administrative and leadership duties in keeping with the School Teachers Pay and Conditions of Employment document.

Key Responsibilities

1) Nursery Setup and Development

- Lead the planning and implementation of the nursery's physical environment, including layout, resources, and learning areas
- Develop and implement policies, procedures, and routines in line with statutory requirements and best practice.
- Work with the Headteacher and governors to ensure the nursery meets all Ofsted and safeguarding requirements.
- Support recruitment, induction, and training of nursery staff.

2) Teaching and Learning

- Plan and deliver a high-quality, play-based EYFS curriculum tailored to the needs of 3–4-year-olds.
- Use assessment effectively to track progress and plan next steps for individual children.
- Create a nurturing, inclusive, and stimulating learning environment that promotes curiosity, independence, and well-being.
- Promote high standards of behaviour and engagement through positive relationships and consistent routines.

3) Leadership and Management

- Provide day-to-day leadership of the nursery team, modelling excellent practice and supporting professional development.
- Monitor and evaluate the quality of provision, identifying areas for improvement and implementing action plans.
- Liaise with the school's senior leadership team to ensure alignment with whole-school priorities and values.

4) Curriculum Continuity and Transition

- Work closely with the current EYFS Lead to ensure curriculum cohesion and progression between the nursery and Reception (Year R).
- Develop shared planning approaches, assessment strategies, and transition processes that support children's smooth progression through the EYFS.
- Contribute to joint moderation and professional development sessions with the EYFS team.

5) Safeguarding and Welfare

- Act as the designated safeguarding lead (or deputy) for the nursery, ensuring all staff understand and follow safeguarding procedures.
- Ensure the health, safety, and well-being of all children in the nursery setting.
- Maintain accurate records in line with statutory requirements, including attendance, accidents, and child protection concerns.

6) Family and Community Engagement

- Build strong, trusting relationships with parents and carers, promoting effective home-school partnerships.
- Organise and lead parent meetings, workshops, and transition events.
- Engage with external agencies and professionals to support children's development and well-being.

Additional Duties / Responsibilities

- 1) Attend staff meetings, INSET days, and relevant training.
- 2) Contribute to the wider life of the school, including events and enrichment activities.
- 3) Undertake any other duties reasonably requested by the Headteacher

Safeguarding

Safeguarding and promoting the welfare of children is every employee's responsibility. Everyone at Horsted School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

Person Specification

Essential:

- Qualified Teacher Status (QTS) with experience in Early Years Foundation Stage (EYFS).
- A proven track record of outstanding teaching in an early years setting.
- Deep understanding of child development and the EYFS statutory framework.
- Excellent knowledge of assessment and target-setting within the Nursery
- Experience in leading or contributing to the development of early years provision.
- Excellent communication and interpersonal skills.
- A nurturing, creative, and reflective approach to teaching and leadership.

- Commitment to continued professional development

Desirable:

- Experience in setting up or significantly developing a nursery or early years unit.
- Paediatric First Aid qualification.
- Experience working with children with SEND.
- Knowledge of effective parental engagement strategies.

This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.

Signed:

Date: