

## JOB DESCRIPTION

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**JOB TITLE:** Nursery Group Lead

**RESPONSIBLE TO:** Nursery Manager/Headteacher

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**PURPOSE OF THE POST:**

To lead and support the smooth running of a nursery group, ensuring high-quality early education and care in line with the EYFS. The group Leader will provide guidance and supervision to the team, maintain a stimulating environment, and foster strong relationships with children, staff, and families.

**Main Duties:**

Leadership & Group Management:

- Oversee the day-to-day running of the group, ensuring a safe, nurturing, and engaging environment.
- To work under the direction of the manager and deputise in her absence.
- Lead a team of practitioners, supporting staff development and ensuring consistency of care and high standards.
- Plan and implement an age-appropriate curriculum in line with the EYFS, tailoring learning to the needs and interests of individual children.
- Model best practice in teaching, play, interactions, and safeguarding at all times.
- To promote the high standards of the nursery at all times to both parent's staff and visitors.
- Follow safeguarding and child protection procedures, reporting any concerns immediately.
- To liaise with outside professionals/agencies as and when required
- To maintain confidentiality of information at all times
- To identify staff development and training needs
- To be a mentor for students on placement within the nursery.
- To attend and contribute fully to staff meetings and training sessions as required.
- To identify staff development and training needs

- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the nursery manager.
- To complete daily hours that ensure all resources and activities are set up prior to children's arrival
- To complete enough hours so that all aspects of the role are fulfilled including daily meetings

#### Child Development & Welfare:

- Monitor and support the development, progress, and wellbeing of all children in the group.
- Ensure accurate and up-to-date observations assessments and reports are maintained.
- Identify and support children with additional needs in partnership with SENCO and external professionals as required.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- Assist with children's personal care needs, such as toileting and hygiene, in a respectful and age-appropriate manner.

#### Health & Safety:

- Ensure the nursery is clean, well-resourced, and compliant with all health, safety, and safeguarding policies.
- Carry out daily risk assessments and support staff in maintaining a safe environment.
- Parent Partnership:
- Build positive, professional relationships with parents and carers.
- Provide regular updates on children's progress through verbal feedback, reports, and meetings.
- Support transitions into the nursery and on to school.

#### Team Collaboration:

- Work closely with other group Leaders and senior management to share best practice and ensure continuity across the setting.
- To direct and support staff as agreed by the nursery manager.
- Take part in regular staff meetings, training, and development opportunities.

Wider Responsibilities:

- Understand and apply School policies in relation to health, safety and welfare
- Attend relevant training and take responsibilities for own development
- Attend relevant School meetings, as required
- Respect confidentiality at all times
- Participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety and Safeguarding in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities policy.

Data Protection:

- Support in implementing data protection policies by handling student data with care and ensuring secure data storage.
- Use school-approved platforms and tools for communication and data sharing.
- Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.
- Participate in data protection training as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post*

*holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• <b>Minimum</b> of NVQ Level 3 qualification in Early Years and Childcare development or be working towards this.</li> <li>• Experience of working in an early years setting, ideally with 3-4 year olds.</li> <li>• Strong knowledge of the EYFS and child development.</li> <li>• Effective leadership and communication skills.</li> <li>• A passion for early years education and high-quality provision.</li> <li>• Paediatric First Aid Certificate or willingness to obtain.</li> <li>• A caring, enthusiastic, and responsible approach to working with young children</li> <li>• Good communication skills, and be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</li> <li>• Numeracy and literacy skills.</li> <li>• Basic IT skills.</li> <li>• Works well in a team.</li> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>• The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.</li> <li>• Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality.</li> </ul>

**Desirable**

- Experience in a Room Leader or Senior Practitioner role.
- Safeguarding Level 2 or Designated Safeguarding Lead training.
- Experience working with children with SEND and EAL.