**[](http://www.trinitymat.org/all-vacancies/akroydon-primary-academy/)**

|  |  |  |
| --- | --- | --- |
| Akroydon Primary AcademyJob Description | |  |
| Job Title: | Nursery Manager |  |
| Job Scale: | Scale 6 |  |

**BASIC JOB PURPOSE**

* To lead practice across the Nursery.
* To provide leadership across the Nursery in accordance with the aims and objectives of the Academy.
* To support the aims and objectives of the Academy and assist in the organisation of a high quality establishment.
* To provide high standards of childcare and education, to include the monitoring and reviews of the Academy.
* To direct and support staff as agreed by SLT.
* To support in the development of EYFS across the Trust

|  |  |
| --- | --- |
| **Reporting to:** | Assistant Principal/Principal |
| **Responsible for:** | Nursery staff |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | To undertake overall responsibility for Nursery and lead the practice. |
| **2** | To provide leadership across the Nursery in accordance with the aims and objectives of the Academy. |
| **3** | To lead and direct staff to ensure high standards and promote best practice at all times. |
| **4** | To lead and co-ordinate assessment across the Nursery, maximising pupil and parental engagement. |
| **5** | To ensure a variety of curriculum activities are provided, which create a stimulating atmosphere where the children are able to explore, experiment and make discoveries during their play within a safe setting. |
| **6** | To assist with and manage the implementation of administrative procedures involved with; registration, place allocation, occupancy and availability. |
| **7** | To liaise with parents/carers and external agencies, using a variety of communication methods as required. Develop positive relationships with all stakeholders. |
| **8** | To promote high standards of the Academy at all times to parents/carers, staff and visitors. |
| **9** | To ensure there is a good standard of behaviour in line with the Academy’s behaviour policy |
| **10** | To line manage Nursery staff. |
| **11** | To work under the direction of SLT and deputise as and when required. |
| **12** | To work with various leaders across the trust in the development of EYFS |

|  |
| --- |
| Other Specific Duties: |
| * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the Academy, students, parents and staff. * To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.   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.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Line Manager  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | | |
| **Job Title: Nursery Leader** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * relevant professional qualifications (minimum Level 3 qualification in Childcare) * good numeracy and literacy skills * experience of basic technology, PC, internet, MS Office packages * ability to relate well to children and young people. * experience of working in a nursery environment, with, or caring for, children or young people of relevant age. * experience of line management * experience of working in close partnership with parents and carers | * Early Years Teacher Status or Early Years Professional Status * relevant experience of a learning environment |
| **Knowledge & Understanding** | * understanding of the purpose and role * understanding of the classroom environment. * understanding of behaviours not conducive to learning and able to deal with a variety of situations. * current knowledge of child protection issues and their roles and responsibilities in the protection of children | * knowledge of First Aid. |
| **Skills & Abilities** | * ability to communicate with a wide range of people individually, in groups and at all appropriate levels * work as an effective team member and apply given instructions * set high standards and provide a role model for students and staff * demonstrate initiative * identify and develop creative and imaginative solutions to solve problems * seek support and advice when necessary * able to motivate children and sustain their interest in play activities * able to prepare written reports to support children’s development and well being * evidence of sound judgment skills | * willingness to develop own understanding through advice and training * think clearly in emergency situations |
| **Personal Qualities** | * enjoyment in working with young people and families * an excellent record of attendance and punctuality * prioritise and manage own time effectively * commitment to personal development and learning. | * reliability, integrity and stamina * respect confidentiality |