Marish Academy Trust Job Description

Contractual Details				
Post Title:	Nursery Team Leader / Nursery Teacher			
Responsible to:	EYFS Deputy Headteacher			
Contract type:	Permanent ✓	Fixed Term	Full time ✓	Part time
Salary:	NJC (fringe) pay scale , or unqualified teacher pay scale or qualified teacher Main pay scale dependent on qualifications, experience and hours			
Contractual Hours:	Support: NJC - Between 35-37 hours. This is for term time plus 5 inset days Teachers: full time			
Line Management Responsibilities	Early Years Practitioners			

Job purpose

- It is the professional duty of the Nursery Team Leader to work with colleagues to create a stimulating, safe and caring teaching and learning environment and to promote the physical, emotional, intellectual and social development of every child within the Early Years Foundation Stage.

Post Holder's Responsibilities	
Leadership	● To take responsibility for the overall day to day management of the 2-4 year olds, including ensuring ratios are correct ● To take responsibility for timetabling and ensuring provision meets the children's needs within the setting ● To manage, supervise and support the EYFS staff ● To ensure all staff understand and work to the Trust's policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies ● To conduct staff performance management ● To identify staff training needs

Curriculum	● To help provide a broad, balanced curriculum, assisting with the delivery of the Early Years Curriculum. ● To contribute to and lead class activities in conjunction with the EYPs. ● To work in co-operation with other staff in the planning and the implementation of activities for both groups and individual children. ● To plan activities based on the objectives outlined in the Early Years Curriculum. ● To share responsibilities for children working in the Early Years environment. ● To contribute to the observation and record keeping of every child's progress and achievement. ● To set targets and take children on to the next stage of their learning. ● To be responsible for running interventions for pupils. ● To liaise and co-operate with other professionals where appropriate and maintain confidentiality. ● To assist in creating a stimulating, attractive and tidy Early Years environment for the children ● To participate and contribute at parents evenings.
Pastoral	● To be concerned with the general welfare, personal hygiene and health of children, including administering first aid, nappy changing and toilet training ● To follow all school policies relating to the pastoral care and protection of children.
Parents	● To establish positive working relationships with parents, children and other staff. ● To be actively involved in the meetings for parents, pre-school visits or home visits when required. ● To support parent helpers giving them useful and appropriate tasks.
Personal Development	● To attend and participate in staff meetings, whole school training and external courses. ● To disseminate course information to colleagues. ● To pursue any opportunities given by the school for personal development. ● To take part in the school's Performance Management programme. ●
Competencies	● Understand the Early Years Curriculum. ● Good communication skills. ● Able to plan and prioritise work. ● Able to maintain a quality environment. ● Able to prepare resources for learning activities and displays. ● Able to make observations, assess and record children's achievements. ● Able to write accurate and grammatically correct reports. ● Able to contribute to the maintenance of good standards of child behaviour within the school's behaviour management policy. ● Able to build good relationships with relevant adults – families, parents, other professionals. ● Able to attend parent evenings, meetings and reviews as required. ● To be aware of health and safety requirements, first aid and emergency procedures ● Administer first aid (if appropriate).

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher may, from time to time, deem appropriate and necessary.