

**Job description**



**POST TITLE: Nurture Nursery Manager - Senior Early Years Educator, JEID REF: S0064**

**GRADE: H Scale 14-17**

**RESPONSIBLE TO: Headteacher and Nursery Teacher**

**BROAD DESCRIPTION:**

In conjunction with the teacher and under the agreed educational plan, to plan and implement an appropriately balanced high quality early years curriculum whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate in accordance with the Statutory and non-statutory guidance for the Early Years Foundation Stage. The post holder will contribute to the development of:

- Education and care of children from 2-5 years.
- Quality services and support for children and families.
- Keeping other staff informed of new developments in Early Years practice and using this information to reflect on in practice.
- The dissemination of quality practice to other Early Years practitioners.

**Responsibility for people (other than employees supervised/managed):** The post has substantial and clearly evidenced impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety), through day to day involvement and through policy review and development and implementing programmes of support.

**Responsibility for staff:** The post has some responsibility for other staff through demonstrating good practice, day to day supervision, advising/guiding staff/new employees and mentoring work experience students or trainees.

**Responsibility for budget:** The post has no responsibility for financial resources other than occasionally handling small amounts of cash, and managing a small budget for resources.

**Responsibility for physical resources:** The post has some direct responsibility for physical resources, through safe/secure record keeping and maintenance/management of resources (including responsibility for ensuring toys, resources and equipment are cleaned/disinfected and the safe and orderly organisation of storage of indoor/outdoor equipment).

**TYPICAL TASKS, DUTIES AND RESPONSIBILITIES**

**Support to Children:**

- Support and advance children's learning by working with individuals, small and large groups of children.
- Establish productive working relationships with children, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Provide high quality learning opportunities through play which support all Areas of Learning in the Early Years Foundation Stage.
- Promote and model positive behaviour strategies for children and their families.
- Promote self-control and independence and employ strategies to recognise and reward achievement of self-reliance

- Support pupils consistently whilst recognising and responding to their individual needs. Monitor and provide general care, safety and welfare of children.
- As part of the team and with the SENCO to assist in the planning and implementation of Individual Education Plans (IEPs)
- Promote the inclusion and acceptance of all pupils within the classroom, encouraging them to interact and work co-operatively with others and engage all in activities.
- Work with families and children to ensure smooth transitions, between home and NN/NS, and NN and Nursery, and/or NS and school.
- Supervise children on educational trips/outings/visits in accordance with appropriate risk assessments and LA guidance.
- Observe record and assess children's achievements, keeping records as required by the NS, and share progress with parents/carers in a range of formats.
- As a Key Worker develop strong relationships with children and families, by responding to, and respecting individual needs.
- Identify and report uncharacteristic behaviour patterns in children to senior staff or the person responsible for safeguarding children
- Contribute to the School's statutory duty to safeguard and promote the welfare of children.
- Monitor children's behaviour, intervening as necessary, so that the children's behaviour is understood and supported, following our 'behaviour and relationship policy'.
- Responsibility for planning and documenting children's meetings
- In conjunction with the SENDCO, writing and reviewing IEPs and referrals to other agencies.

### **Support to team:**

- Contribute to the management of a stimulating learning environment and keep environment well-resourced and organised.
- Contribute to the evaluation and continual development of the learning environment.
- Extend and develop the weekly planning in conjunction with the team.
- Contribute to the organisation, management and maintenance of resources for independent learning.
- Contribute to the planning of educational trips/visits/journeys.
- Undertake observations, assessments of all children in conjunction with the team.
- Model good practice and with support deliver workshops/courses and curriculum sessions for parents/carers/colleagues.
- Work as part of a team to provide continuity for families and a shared ethos of quality.
- Take part in a peer on peer observation system to monitor and improve adult interaction and the learning environment.
- Develop communication by feeding back to the Head and team any information which will support families and children.
- Responsible for overseeing all assessments and record keeping/ including those prepared by other staff members. For example - Learning Journals etc.

### **Family Support**

- Establish good relationships with parents, carers and other professionals who have responsibility for children.
- Provide children and adults with appropriate type of support specified by the senior staff members.
- Practice/support reflects your awareness of how social and health issues impact on family life.
- Identify and report uncharacteristic behaviour patterns in children and report these to another senior staff member/act on your concerns.
- Responsible for planning fund raising events for NN
- Responsible for writing newsletters that are distributed to families, providing interesting and meaningful information.
- Responsible for providing displays and information to support parents with parenting

## **Support to the curriculum: Teaching and Learning**

- As part of the team assist in all aspect of planning and evaluation of the delivery of the Early Years Foundation Stage (EYFS).
- Action and implement the EYFS and other curriculum initiatives.
- Adhere to curriculum (including Teaching and Learning) policies and be involved in policy review and development.
- Be a Key Worker for a group of children; observe, assess and keep progress as required by the Centre in conjunction with other members of staff.
- Take responsibility for the day-to-day management of the learning environment and resources and contribute to the improvements of play areas.
- Promote creative development indoors/outside and model good practice and monitor effectiveness.
- Be responsible in conjunction with the Nursery Teacher/Head for the development and maintenance of the outside area of the Nursery School.
- Deliver learning activities to children agreed in the planning and differentiate, extend as appropriate, responding to children's individual needs.
- Devise, organise and manage safely the learning activities, teaching space and resources, taking account of children's interests, language and cultural backgrounds.
- Apply knowledge and understanding of a relevant area of the curriculum or age range in supporting the teaching, learning and development of pupils.
- Plan and organise the learning environment inside and outside and be responsible for its upkeep in response to the curriculum and individual's needs.
- Be responsible for ensuring the environment is safe, stimulating and in line with current developments
- Display a commitment to the protection and safeguarding of children and young people.

## **Support to the Nursery School:**

- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. Be aware of the legal requirements and work within the framework of policies and procedures for Child Protection, S.E.N. Health and Safety and Race Equality.
- Understand the Nursery School's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Nursery School as set out in the aims/vision statement.
- Help maintain a safe and secure environment for children and families.
- Contribute to the Nursery School's interaction with parents by attending open evenings/days etc.
- Liaise with other professionals to support and signpost families.
- Attending staff meetings and in-service training to promote professional development and statutory training such as First Aid, Food Hygiene etc.
- Mentor the range of students in placements.
- Develop positive relationships with parents/carers and support parents/carers in the Nursery School (including making home visits where required), signposting parents to other services as necessary.
- Attend any training and Team meetings required for the role.
- Any other duties as commensurate with the nature of the post.

## **Professional Development**

- Attend staff meetings where appropriate.
- Be prepared to undertake relevant training and qualifications as necessary for this post.
- Attend in-service training to promote professional development at the Nursery School.

- Maintain confidentiality.
- Be aware of legal requirements and work within the framework of all policies including Child Protection, S.E.N.D., Health & Safety and Race Equality.
- Participate in a yearly review and through the process, review achievements training needs and areas of developments.
- To read, keep up to date with, and show an understanding of 'Keeping Children Safe in Education' in day to day practice
- To agree to follow and be familiar with the appropriate use of ICT agreement, Staff Code of Conduct and Social Media Policy.
- To undertake any other duties commensurate with the post and deemed responsible by the Headteacher.