

Responsible To

Nursery Manager / Deputy Manager / Suite Leader

Job Purpose

Working with the Leadership team to ensure that our suites are consistently operating to all requirements of the Ofsted framework and in line with the Early Years Foundation Stage; nurturing and growing our culture of stimulating and enjoyable child-centred focus, with an emphasis on high quality education, play, care and love.

Main Duties and Responsibilities**Teaching and Learning**

- Build warm, responsive and professional relationships with children in accordance with the EYFS Key Person approach.
- Plan and provide stimulating, child-centred learning experiences that promote children's development across all areas of learning.
- Observe, assess and record children's progress and plan for their next steps in learning.
- Support children's emotional wellbeing, confidence, resilience and independence.
- Promote equality, diversity and inclusion and provide support for children with SEND and additional needs.

Safeguarding and Welfare

- Safeguard and promote the welfare of all children in line with nursery policies and statutory requirements.
- Maintain high standards of care, supervision and wellbeing.
- Follow child protection, safeguarding and whistleblowing procedures.
- Implement health and safety, infection control and safer sleep guidance.
- Carry out and follow risk assessments for indoor, outdoor and off-site activities.

Partnership with Parents and Professionals

- Develop positive relationships with parents and carers to support children's learning and wellbeing.
- Share information appropriately and maintain confidentiality at all times.
- Work in partnership with external agencies and professionals where appropriate.

- Promote effective communication with families and support parental involvement.

Record Keeping and Administration

- Maintain accurate and up-to-date records relating to children's learning and development.
- Complete written reports and documentation to a professional standard.
- Use nursery management systems and online learning journals effectively.
- Maintain confidentiality in accordance with GDPR and nursery policies.

Team Working

- Work positively and collaboratively with colleagues and contribute to a supportive team culture.
- Promote and uphold the ethos, aims and values of the nursery.
- Attend team meetings, training and professional development activities.
- Follow all policies, procedures and guidance issued by the leadership team.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Working Relationships

The post holder will work closely with:

- Children and their families.
- Nursery Manager, Deputy Manager and Suite Leader.
- Early Years Educators and Early Years Assistants.
- Special Educational Needs Coordinators (SENCO).
- Health visitors and other external professionals.
- Local authority and regulatory bodies, where appropriate.

Accountability

The post holder is accountable to the Nursery Manager and is responsible for:

- Maintaining high standards of care and education.
- Ensuring children's safety and wellbeing.
- Adhering to nursery policies, procedures and statutory requirements.
- Maintaining confidentiality and professional conduct.
- Contributing to continuous improvement and quality provision.

Professional Responsibilities

The post holder is expected to:

- Demonstrate commitment to safeguarding and promoting the welfare of children.
- Promote equality, diversity and inclusion.
- Maintain high standards of attendance, punctuality and professionalism.
- Participate in supervision, appraisal and continuous professional development.
- Maintain positive relationships with colleagues, parents/carers and external professionals.

Health and Safety

The post holder must:

- Comply with all health and safety policies and procedures.
- Take reasonable care for their own health and safety and that of others.
- Report accidents, hazards and concerns promptly.
- Promote safe working practices at all times.

Qualifications

Essential

- Full and relevant Level 2 or Level 3 Early Years qualification recognised by the Department for Education.
- Safeguarding training.

Desirable

- Experience supporting children with SEND and additional needs.
- Experience using online learning journals or nursery management systems.
- Paediatric First Aid qualification.