Job Description

Job Title:	Nursery Room Manager
Grade:	Band 2, Level 1
Department:	Children's Services
Section:	Hallfield Primary School
Responsible to:	Headteacher and EYFS Leader of Learning (ELoL)
Responsible for:	1-2 Nursery room Assistant(s)

Purpose of Job

1. To oversee and provide high quality care and education for the children attending the nursery
2. To work as part of the nursery team in order to provide a broad, balanced, relevant and differentiated curriculum that meets the intellectual, social, moral, spiritual and physical needs of each child in the nursery implementing the nursery's ethos and agreed policies.

Main Responsibilities

TASKS

SUPPORT FOR THE CHILDREN

1. To promote the learning and development of children aged 3-4 by working as part of a team to ensure children's all round development is fostered.
2. Supported by the ELoL, to lead and manage:
    - curriculum planning and evaluation taking into account children's prior knowledge, experiences, needs and interests;
    - the processes of early learning;
    - termly assessments;
    - defined areas of learning.

3. To assist the ELoL in planning, organising, resourcing and evaluating the physical space in the nursery both inside and outside, to provide a learning environment that offers intellectual and creative stimuli, supports deep level learning, encourages the development of complex play, recognises and promotes ethnic, cultural and linguistic diversity and fosters children's sense of identity and self-esteem.
4. To implement planned learning experiences and interventions with individual children or groups of children as appropriate, ensuring that each child has access to a broad, balanced and meaningful curriculum.
5. To foster the children's language development through meaningful and relevant activities that engage them, using questions and talk to develop children's ability to think and express their ideas.
6. To make continuous and focused observations of children involved across the whole provision and support other staff in the Nursery to do this too.

SUPPORT FOR THE FAMILY

To promote parent's involvement in their children's learning and development and to support families by working with others in the team by doing the following:

7. To be the key worker to a group of children and to coordinate their records working in partnership with the child's parents or carers.
8. To share observations and assessments of children progress with parents or carers and encourage their active participation in the process through informal contacts, reviews of learning, regular meetings.
9. Increase parents awareness of the process of early learning through documentation and displays of children's work.
10. Assist the ELoL and participate in the dissemination of information about the school system and curriculum organisation in order to help the transition to primary school.

SUPPORT FOR THE SCHOOL

11. To work as part of a multi professional team to create a caring and educational environment, promoting the ethos of values of the nursery.
12. To share specialist knowledge with colleagues during informal daily interactions as well as staff meetings.
13. To work at all times within the framework of the nursery.
14. To draw from the expertise and advice of more experienced colleagues and to plan with outside agencies to meet the needs of individual children and families.
15. To take on responsibility, mentor and train students on various childcare courses as required.
16. Participating in the general life of the school (assemblies, parents' meetings, outings etc).
17. Working alongside, supporting and guiding nursery nurse, nursery assistant, work experience and teaching students placed in the class as required by the Headteacher.
18. Commitment to actively promote the school's values including British Values as defined by the Department for Education.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Nursery.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Person Specification

Requirement	Essential	Desirable
Qualifications	Full and relevant Childcare and Education Qualification equivalent to NVQ level 3 Good level of general education to at least GCSE level in English & Maths or equivalent.	Degree or Early Years Teacher Status First Aid training
Knowledge	Good knowledge & understanding of early Years foundation stage curriculum.	In depth knowledge/expertise of one or more areas of learning, e.g. speech & language development, meeting pupils emotional needs etc.
Skills	Able to form excellent relationships with children. Able to form good relationships with other staff. Able to communicate well in English & establish firm & consistent boundaries. Able to keep clear records. Good working overview of the school curriculum at primary level. ICT literate.	
Experience	Minimum 3 years' experience of work in an EYFS setting.	Significant experience as Lead Educator role in a nursery setting.
Interpersonal Skills	Able to work in a team. Sensitive, polite & friendly. Positive & constructive. Seeks solutions to problems. Good listener. Resilient & assertive. Reliable. Good sense of humour. Can use own initiative.	
Professional Development	Values professional development.	Evidence of recent professional development activities.