Stoke St. Michael Primary School
Together We Are Proud, Together We Are STOKE

Job Description – Level 3 Nursery Lead
Stoke St. Michael Primary School and Preschool

Post:	Level 3 Nursery Lead
Contract Type:	Fixed Term
Reporting To:	Senior Leadership Team

Job purpose:

A Level 3 Early Years Lead is a qualified childcare professional with responsibility for caring for children and maintaining a high-quality, stimulating learning environment. A friendly and responsive individual who works flexibly and effectively as part of a team to ensure the smooth running of the nursery and preschool.

Key Responsibilities

- To be involved with the setup of the classroom and outside area, ensuring it is stimulating and supports the curriculum.
- To be passionate about having a positive impact on young children's lives.
- To provide and plan developmentally appropriate activities for the children in your care.
- To ensure the individual needs of the children in your care are recognised and met.
- To liaise and work with all parents in a professional manner at all times.
- To talk appropriately and professionally.
- Good working knowledge of the EYFS.
- To be a key person to a small group of children
- To work well with other staff members in a team.
- To keep information confidential which relates to the children, families or other staff members.
- Excellent communication skills, competently liaising with parents and other professionals.
- To undertake all duties as specified by your manager
- To ensure that clean and hygienic standards are maintained at all times.
- To be familiar with all policies and procedures and ensure they are followed at all times.
- Commitment to maintaining a safe, secure and nurturing environment.
- To ensure all tasks and assignments set by training provider are completed within the set timeframe.

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all children

- To safeguard children, families, staff and visitors at all times.

The Trust recognises that the following skills are required for this post:

- Relating to others
- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.
- Team working: the ability to work with others to achieve shared goals.
- Understanding others: the drive and ability to understand others, and why they behave like they do. Reflecting
- Reflect on personal and professional development.
- Use feedback from all levels of the Trust to help improve
- Be aware of your own skills of self-management as regards time and prioritising workload.

Additional Responsibilities and Information

- Be able to inspire staff and pupils with the highest standards and expectations.
- To ensure the aims, priorities and policies of the Trust are adhered to.
- To always act as a positive representative of the Trust and its learners.
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress.
- Attend relevant meetings, participate in training and other learning activities and performance development, as required
- Take on additional responsibilities, as required by the Chief Executive and the Executive Leadership Team of the Wessex Learning Trust

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures. The post is subject to safer recruitment procedures including an enhanced DBS check.

Employees will:

- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Be expected to be courteous to colleagues and provide a welcoming environment to visitors, maintaining a professional standard of demeanour and dress.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Wessex Learning Trust.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Signature (employee):	
Date:	
Signature (line manager):	
Date:	

Early Years Practitioner – Person Specific

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development, or training	D
A commitment to continuing professional development	E
Early Years Level 3 Qualification	E
EXPERIENCE	
Broad range of knowledge within safeguarding, child development, protection and behaviours	E
Experience of working in education or similar environment	E
Good understanding of the education sector	D
Experience of working with a range of partners and stakeholders	E
Experience of writing, contributing, and reviewing of relevant documentation	E
SKILLS	
Excellent verbal and written communication skills	E
Ability to use initiative and prioritise work	E
Strong interpersonal skills	E
Strong IT skills, including MS Office	D
Flexible and adaptable within a fast-paced, changing environment	E
Skilled at working under pressure to meet deadlines	E
PERSONAL QUALITIES	
High professional and personal standards	E
Respect for young people and their needs, and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and ‘can do’ attitude	E
Demonstrate experience of building excellent working and professional relationships	D
Commitment to maintaining confidentiality at all times	E
Comply with safer recruitment checks including enhanced DBS	E