



## HEAD OF EARLY YEARS & RECEPTION JOB DESCRIPTION

### Purpose of Job

The Head of Early Years & Reception is a new position that is being created in place of the previous post of Nursery Manager, to be responsible for the daily management of the Nursery and play a wider role in the running of the school as a member of the Senior Leadership Team.

They will have a sound knowledge of all school policies and procedures, as well as statutory welfare requirements and Ofsted/ISI expectations, ensuring that these are adhered to at all times. They will also act as a role model to the staff team, able to showcase high quality practice with children, as well as working effectively with staff and parents. They will act as the Designated Safeguarding Lead for the Nursery, with overall responsibility for the safety, security and wellbeing of the children.

### Duties and Responsibilities

#### Senior Leadership

- Develop improvement priorities for the Nursery & Reception and lead on other whole school improvement priorities, as directed by the Head.
- Assume a 'front of house' role for the Nursery & Reception, developing excellent relationships with parents and maximising the conversion of Nursery children staying on into Reception.
- Support and manage the whole Nursery & Reception team, offering support and guidance as required.
- Lead by example, delivering high quality Early Years teaching and learning.
- Communicate with the parents of Nursery & Reception children as appropriate throughout the year, including parent curriculum evenings, newsletters, taster sessions and dealing with all parental queries promptly.
- Contribute to the formulation of whole school policies and initiatives.
- Liaise with the Admissions Department to assist with enquiries and visits for prospective children.
- Liaise with the Head of Prep School to ensure the best possible transition of children into the Prep School.

#### Childcare

- To be the Designated Safeguarding Lead within the Nursery and to ensure that all practitioners have a sound awareness of Safeguarding Policy (both School and Local Authority Procedures) and for all staff to understand their role in safeguarding all children.
- To ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS.
- To work in partnership to ensure that standards are continuously being met in line with Ofsted/ISI requirements and the EYFS.
- To ensure that any identified development needs are supported with ongoing training, either internally or externally.



- As a management team, to oversee planning and children's developmental records and to ensure that they reflect their individual progress and are up-to-date.
- Ensure that settling-in and transitions are well-managed for all children, ensuring they are communicated to parents, carers and colleagues.
- To lead on all aspects of inclusive practice, behaviour management and special educational needs within the team, liaising with the appropriate representatives.
- To lead on effective partnerships working with children, families and the wider community.
- To continuously look at ways to build relationships with external agencies.
- To ensure that each child has a designated key worker.

## **Staffing**

- To be proactive in forecasting future occupancy levels, staff retention and make appropriate staffing decisions, in conjunction with the Headmaster and Bursar.
- To reinforce the School ethos, policies and procedures at all times, and to deal with any breaches swiftly and in an appropriate manner.
- To ensure that new staff receive a full induction, ongoing regular contact and probationary reviews, offering any support and guidance and managing performance as required.
- To ensure that all mandatory training is up-to-date for all employees, and to source further training to meet the needs of the team.
- To take a leading role in dealing with any necessary investigations, disciplinarys or performance management issues.
- To ensure efficient and effective staff deployment at all times, maintaining suitable ratios, rotas and breaks.
- To organise cover in the case of staff absence, annual leave and sickness absence.
- To continually develop the staff team within the Nursery through effective role modelling, spending time in rooms throughout the Nursery.
- To lead regular meetings (weekly during term time), with a full written agenda and minutes to accompany.
- To recognise the contributions of staff within the Nursery, listening to ideas and rewarding outstanding practice.
- To promote equality and diversity within the Nursery, challenging any behaviour which does not support our inclusive practice and Equal Opportunities policy.

## **General management**

- To complete the EYFS SEF, along with a rigorous action plan (Development Plan) that supports the development of the department, with input from all other relevant staff.
- To work with the Bursar and Operations Manager of the School to ensure that the Health and Safety policies



and procedures are in place and to report any issues that arise to the appropriate persons.

- To ensure that all inspection requirements are met and all paperwork is completed correctly, including relevant policies, risk assessments, procedures and checks on visitors.
- To check the premises daily and remove or otherwise take action on any potential hazards, as well as raising any maintenance concerns to the Operations Manager or Head of Maintenance.
- To ensure that an enabling environment is maintained at all times, which is child-led and where effective use is made of both the indoor and outdoor spaces.
- To manage the budget set by the school effectively to ensure that toys, equipment and soft furnishings both indoors and outdoors are at the required standard to support high quality practice.
- To promote good hygiene practices in the Nursery and ensure that high standards of cleanliness are maintained.
- To work under the direction of the Headmaster to maintain and grow occupancy levels and manage any waiting lists effectively.
- To ensure that payroll and child NEF information is given to the Finance department before the deadline so that it can be processed in a timely manner.
- To abide by the School's code of conduct and all other policies, procedures and risk assessments.
- To update knowledge and practice as necessary via internal and external training, showing a commitment to professional development.
- To undertake other reasonable duties as the Head deems necessary for the effective operation of the School.

## Requirements

- Qualified Teacher Status.
- Experience of working within a Nursery, ideally as a Nursery Manager or Deputy.
- Knowledge of First Aid procedures and possess a Paediatric first aid qualification.
- Commitment to, and extensive knowledge of, safeguarding in EYFS settings.
- Demonstrable evidence of establishing positive relationships with children, supporting children in a learning environment and ensuring effective child development monitoring.
- Ability to manage staff effectively, including planning staff rotas, training needs, performance management, and a commitment to working collaboratively with other colleagues.
- Ability to work with parents, handling queries and complaints quickly and effectively.
- Ability to think strategically, formulating development plans within the wider management structure.
- Competent IT skills, especially the use of Microsoft Office packages: Word, Excel, PowerPoint and Outlook.
- Excellent organisation and time management skills.
- Enthusiasm for and sympathy with an educational environment and the ethos of Lucton School.

# LUCTON SCHOOL



Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_