

Job Description

Graffham Nursery School

Curriculum Leader

Early Years Professional Status or Qualified Teacher Status

Purpose of Position

To work under the direction of the Early Years Leader and Graffham Nursery Committee supporting the aims and objectives of the Nursery and to provide high quality care at all times.

To provide high standards of child care and education, which includes monitoring and reviewing provision.

To provide a stimulating, safe and caring environment in which all children can develop emotionally and socially through individual attention and group activities.

Your role will be key to continuously improving practice across the Early Years Foundation Stage. To support and mentor other practitioners and model the skills and behaviors that safeguard and promote good outcomes for children.

To plan and monitor the EYFS curriculum and facilitate teaching within the nursery. This includes helping every individual child to achieve to their full potential and measuring these achievements against the Early learning goals.

Main Duties

1. To promote the aims, objectives and the high standards of Nursery through your personal professionalism at all times to parents/carers, staff and visitors
2. To assist the Early Years Leader in showing parents/carers around the Nursery and to issue information regarding the Nursery as requested
3. To work as a team in the implementation and development of the EYFS and to cascade your Curriculum knowledge to other staff members and parents
4. Through the implementation of the EYFS, maintain a comprehensive programme of activities and equipment which relates to the individual needs of each child. To interact with children during play, rest and mealtimes
5. Through the implementation of the EYFS, help children learn to respect people of different race, ability, gender, religion or culture
6. To monitor and record child development files and ensure children's information /details are kept up to date/accurate. Ensure any changes in children's information is reported to the Early Years Leader
7. To assist with the planning and organisation of staff schedules and to ensure appropriate staffing levels are maintained, in accordance with Ofsted Standards
8. To ensure high standards of safety, hygiene and cleanliness are maintained at all times
9. To ensure the provision of a high quality environment which meets the needs of

individual children from differing cultures, religious backgrounds and stages of development and to treat parents/carers as partners in care

10. To respect and understand the confidentiality of information received at all times

11. Through the Nursery's Key Worker system liaise with parents/carers, other family members to encourage them to participate in their child's learning and development ensuring that the particular needs of children are met and that parental choice is considered in terms of care given

12. To assist in the development and implementation of systems to monitor and record child development

13. To liaise with outside agencies and the wider community as and when required

14. To make all staff aware of the Nurseries policies and procedures including those on Child Protection, Health and Safety and The Special Educational Needs, Code of Practice, always dealing honestly with self and others

15. To be flexible with the working practices of the Nursery including undertaking domestic tasks, eg preparing food, cleaning equipment, etc. To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings

16. To undertake such other duties and responsibilities as may be determined from time to time by the Early Years Leader. Where necessary to undertake domestic duties such as specific cleaning, preparation of meals (for outing, etc)

17. To be active in the implementation and development of the EYFS and to support staff

Person Specification

- Ability to plan and implement a pre-school curriculum that meets the requirements of the Early Years Foundation Stage.
- A minimum of Level 5/6 Early Years qualification as recognised by the Qualifications and Curriculum Authority or Qualified Teaching Status (QTS)
- At least 3/4 year's experience of working in a nursery or a team within a pre-school setting or a reception class
- Up to date knowledge of statutory legislation
- Ability to maintain nursery documentation efficiently.
- Ability to write clear reports and records.
- Sound understanding of child development and the needs of children
- Understand the importance of the characteristics of learning and experience of planning for them
- Ability to communicate well with parents and staff and ensure an effective partnership
- Knowledge and understanding of current child protection and safeguarding issues.
- Experience of developing 'enabling environments' and have high level questioning skills

Salary

£20,000 - £23,000 Dependent on qualifications and experience

This is a full time position, but part time would be considered for the right candidate (with

salary pro rata'd accordingly).

Closing Date for applications - 2nd October 2014

Interviews – 8th / 9th October 2014