



**Inspiring Futures
Through Learning**



Fairfields
PRIMARY SCHOOL

“Our vision is for Fairfields to become the ‘beating heart of our community’ changing and adapting as our extended family grows; transforming individual dreams and aspirations into collaborative goals as we journey together toward excellence.”

Post Title: Fairfields Primary School Nursery Class Room Leader (Internal advert)

RESPONSIBLE TO: Early Years Leader

SALARY: Dependent upon experience and qualifications

The role:

Reporting to the Early Years Lead, we are looking for a qualified, vibrant and enthusiastic practitioner with responsibility for the day-to-day running of the Nursery Class. An individual who understands the importance of a child’s first experience in a school and will ensure that they convey the Fairfields way with their approach.

They perform an important role in caring for children and must ensure that children are at the centre of all decision making. Maintaining a high-quality, stimulating learning environment, supervising staff and imparting their knowledge and skills to others. They are creative and reflective leaders able to implement new ideas and use a range of strategies to continually improve practice and support the school leadership team in their vision for excellence.

Responsible for the development of all children in the setting.

Working hours 8-4.30pm Monday to Friday (3hrs PPA)

Main Duties and Responsibilities:

- To be aware of school policies and procedures and ensure these are adhered to.
- To help create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children’s behaviour.
- To employ good Nursery management skills to supervise groups or individuals building positive relationships and facilitating their educational development and social skills, promoting motivation, equity and diversity.
- To be responsible for the welfare of all children in the nursery class, organising systems to ensure consistent, high-quality care.
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately to the DSL – in accordance with safeguarding, child protection and whistleblowing policies.
- To deploy staff and resources effectively.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day using the ethos adopted by the school.

- To lead innovative and collaborative planning, and to create an engaging, open ended, enabling learning environment full of exciting invitations to play and explore.
- To supervise staff and students in training and maintain a proactive and professional team.
- To ensure all daily routines are adhered to and records kept up to date.
- To maintain staffing levels, arranging cover when needed to ensure room ratios are maintained
- To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date in line with school's assessment procedures.
- Ensure children get the best start in life by working in close partnership with parents/carers to develop independence, confidence and self-esteem, building children's resilience and well-being.
- To assist in the development and support of other staff members by communicating effectively, sharing knowledge and experience, delegating tasks appropriately, identifying training needs, leading meetings, inductions and 1-2-1s – with support from the school's senior leadership team
- Liaise closely with parents/carers, exchanging information about children's progress and encouraging parents' interest and involvement, communicating with parents and other visitors in a calm, friendly and efficient manner.
- Have an awareness of SEND, Liaise with the SENCO and other professionals as necessary
- Monitoring the quality of the provision and liaising with Early Years Lead to provide feedback
- To oversee an effective key worker system
- Ensuring the provision is free flow in line with the Fairfields Nursery offer
- To be responsible for the management of the room, role modelling, inspiring and supporting ambitious practice.
- Respond professionally to complaints (verbal/written), recording and reporting to management and assisting positively with and actions required.
- Assist with Inspections and support staff to action all recommendations within the agreed time scale.
- Ensure room ratios are in line with policy and rotas are adhered to, supervising staff breaks efficiently.
- Ensure daily room registers and records of children in attendance are accurate.
- To ensure individual needs are met for all children, including those with specific needs.
- Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
- Manage the key person system and be responsible for implementing systems of observation, record keeping and report writing so that children's progress and achievements are effectively and regularly assessed, supporting and monitoring colleagues to sensitively fulfil their key person responsibilities.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in school life.
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
- To be professional and a good role model to the children and other staff members, at all times.

- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the school.
- To attend reasonable out-of-working-hours activities, including training, staff meetings, parents' evenings and special events.
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
- To cooperate and work effectively with the school leadership team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members

Please note this job description is intended to give you an indication of the main duties but is not meant to be an exhaustive list.

To apply for this role, please submit a letter of application detailing why you think you would be suitable for the role. Successful applicants will then be invited for interview, where you will present your vision for our Nursery Class at Fairfield's Primary School, followed by a formal interview.

**Closing date: 4.07.24
Interviews will be held on**

Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.