



Sandy Lane Primary School

Outline Job Description

POST TITLE:	NURSERY LEADER
POST REF:	
GRADE:	TEACHERS MAIN SCALE

Start Date: January 2026

Contract: Temporary (1 year)

Salary: Teacher Main Scale (MPS) + TLR 2

Closing Date for Applications: Friday 10th October 2025

Interview Date: Friday 17th October 2025

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Sandy Lane Primary School is seeking to appoint a dedicated and enthusiastic **Nursery Leader** to join our committed Early Years team on a temporary basis. This is an exciting opportunity for a skilled practitioner with a passion for early childhood education to play a key role in shaping our nursery provision and ensure the highest standards of learning, care and safeguarding for all children.

Prime Objectives of the Post

The Nursery Leader will be responsible for providing strong leadership within the nursery, ensuring high standards of teaching, learning and care in line with the Early Years Foundation Stage. They will create a safe, stimulating and inclusive environment where every child can thrive and reach their potential. The post holder will lead and support staff in delivering a broad and engaging curriculum, using effective systems for assessment and monitoring to inform planning and provision. A key part of the role will be building positive partnerships with parents, carers and external agencies to promote children's well-being and development. As a member of the extended leadership team, the Nursery Leader will also contribute to the wider improvement and success of the whole school.

Person Specification Essential:

- Qualified teacher status with experience in Early Years.
- Strong knowledge of the Early Years Foundation Stage (EYFS).
- Proven ability to lead and inspire a team.
- Excellent classroom practice with high expectations for children's learning and behaviour.
- Strong communication and organisational skills.
- Commitment to safeguarding and promoting the welfare of children.

Desirable:

- Experience of leading or managing staff within an educational setting.
- Evidence of involvement in whole-school initiatives or curriculum development.
- Experience of working in partnership with parents, carers and external agencies.
- Willingness to contribute to wider school life.

SUPERVISORY / MANAGERIAL RESPONSIBILITIES:

To have responsibility for the emotional and educational welfare of a class group.

SUPERVISION AND GUIDANCE:

Responsible to the Headteacher. The post will involve regular meetings and participation in discussions with responsibility to team co-ordinator.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

Correct provisions, use, storage of teaching materials and equipment.

PRINCIPAL RESPONSIBILITY:

Key Tasks

1. Plan and prepare to teach, according to educational needs, children assigned to them
2. Assess record and report on the development, (intellectual, social, emotional and behavioural) progress and attainment of children.
3. To provide a stimulating and challenging learning environment for children.
4. Promote the general progress and well-being of all individual children within school.
5. Participate in performance management.
6. Participate in professional development.
7. To have knowledge of and implement all school policies.
8. Maintain good order and discipline and safeguard children's health and safety when concerned with both in and out of school activities.
9. Participate in team meetings where appropriate.
10. Participate in national and school assessment procedures.

11. Ensure teaching areas are tidy, and a good ethos is maintained with regard to the control of storage, display and use of teaching materials, resources, and books from classroom and central resources.
12. To encourage parental interest and involvement within school guidelines.
13. To supervise and support the work of ancillary/support staff as required.
14. To work within the school philosophy.

Specific responsibilities

- To be the linked teacher for a subject formulating policy to support the development of this curriculum area across school.
- To co-ordinate a subject throughout the school
 - encouraging and evaluating the provision of the subject curriculum
 - evaluating pupil progress and standards achieved in the subject
 - developing and maintaining resources within an allocated budget
 - keeping up with new developments and developing your knowledge and skills in this area.
 - Encouraging the teaching of Literacy and Numeracy through the subject
 - Acting in an advisory capacity to other members of staff

ADDITIONAL RESPONSIBILITIES:

1. Providing guidance and advice to pupils on educational and social matters.
2. Making records of and reports on the personal and social needs of pupils.
3. Communicating and consulting with the parents of pupils.
4. Participating in meetings arranged for any of the purposes described above.
5. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
6. Reviewing from time to time his / her methods of teaching and programmes of work.
7. Participating in arrangements for his / her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
8. To provide information, objective advice and support to the Governing body to enable it to meet its responsibilities for securing effective.
9. Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school
10. Contribute to the presentation of regular performance reports to Governors, LEA, DFE and OFSTED
11. Contribute to the establishment and monitoring of systems which keep parents well-informed about pupil achievements and progress

DISCIPLINE, HEALTH AND SAFETY

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

STAFF MEETINGS

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

The closing date for applications is **Friday 10th October 2025**. Shortlisted candidates will be invited to interview on **Friday 17th October 2025**.

Sandy Lane Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check and provide satisfactory references.