



Hazelwood School Nursery and Early Years Department

Nursery Curriculum Leader - Job Description

Hazelwood is proud of its academic successes and strong pastoral care with 600+ pupils across its two sites, the school is enjoying a period of sustained growth with high demand for places. The Curriculum Leader will champion the provision of an innovative and exciting Early Years curriculum and, in supporting the staff through training and in-room mentoring ensure that the execution of it throughout the Nursery is of the highest quality. In addition, the successful candidate will support the Assistant Head (Nursery & Early Years) in providing care and education for the Nursery children; support the staff on a day to day basis; deputise as the head of the Nursery in the absence of the Assistant Head (Nursery and Early Years).

This is a new and exciting role and one for which Hazelwood School is looking to recruit an exceptional individual ideally with an Early Years degree, Early Years Teacher status or a minimum DfE approved Level 4 qualification in Childcare. The ideal candidate will have a track record of exemplary and inspirational practice and a real interest in embracing future trends and developments within EYFS. The Directors of Hazelwood School's Nursery and Early Years would like, in time, to see its curriculum held up as the benchmark against which all other Nurseries measure their own programmes of learning and care.

The Nursery Curriculum Leader will be a fundamental catalyst in achieving this goal.

Detailed Responsibilities and Duties

1. Academic and pastoral care

The welfare of the children attending our nursery is of paramount importance. The Nursery Curriculum Leader will drive the creation and delivery of a high quality, vibrant and caring learning environment, ensuring that children are stimulated by an exciting range of experiences. They will:

- a. Support and mentor other practitioners and model the skills and behaviours that safeguard and promote good outcomes for the children.
- b. Plan and monitor the EYFS curriculum and facilitate teaching within the nursery. This will include helping every individual child to achieve their full potential.
- c. Maintain at all times, a high standard of professional conduct and a child centred approach to the education and care provided in accordance with national and Nursery policies/procedures, current legislation and EYFS Framework.

- d. Be forward thinking to ensure the provision is at the forefront of developments within EYFS practice;
- e. Be instrumental in raising standards across the EYFS;
- f. Ensure the effective running of the Nursery curriculum, taking into account the requirements of the EYFS;
- g. Regularly monitor and evaluate the set up of the whole nursery environment;
- h. Regularly monitor and evaluate the delivery of group times and interactions during child initiated activities;
- i. Ensure the environment (indoor and outdoor) is stimulating, and planned activities provide an appropriate level of challenge, innovation and support for every child;
- j. Take charge of the resourcing of the rooms, within available budgets, so that the staff team are able to deliver the learning;
- k. Ensure the rooms and outdoor areas are a safe and secure environment for children and staff, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented thoroughly;
- l. Ensure that children of all abilities and levels of interest have opportunities for engagement in their learning experience in a variety of ways;
- m. Own, working with the whole of the Nursery staff team, the Transition Programme, ensuring that the process runs smoothly and effectively thus ensuring children and parents are settled and happy when joining the Early Years in September of each year.
- n. Plan and run appropriate parent workshops throughout the year that will enable parents to support their children at home.
- o. Be the first point of contact for parents regarding matters relating to the provision and care at the nursery. Liaise with external agencies as required.

2. Staff Management

The Nursery Curriculum Leader will, in collaboration with the Assistant Head and Early Years Manager, provide direction and leadership across the Nursery. He/she will support of the Room Leaders and Practitioners and be responsible for their welfare and their professional development. They will:

- a. Lead the staff, and by example, set the highest standards for the delivery of the EYFS, ensuring high standards of education and care are maintained by all staff members within a supportive framework;
- b. Monitor staff performance by coordinating a programme of peer-to-peer observations and supervision meetings;
- c. Help plan, lead and attend INSET training and meetings as required;
- d. Oversee the Performance Management process involving other team members as required;
- e. Identify key staff training needs either as a group or on an individual basis and arrange suitable training, keeping within available budgets;
- f. Lead the weekly Room Leader Meetings;
- g. Working with the Early Years Manager, take responsibility for and assist with the planning and organisation of staff schedules, and cover rotas, to ensure appropriate staffing levels are maintained as well as the continuation of exemplary care and education;

- h. Deliver the Best Practice aspect of the staff induction programme.
- i. Play an active role in the recruitment of room staff

3. Professional Standards

Reporting to the Assistant Head (Nursery and Early Years), the Curriculum Leader will:

- a. Support the Assistant Head (Early Years) with the day-to-day running of the Nursery, including administrative support as required.
- b. Work on a shift basis with the Assistant Head (Early Years) and Early Years Manager to provide management presence throughout the Nursery opening times;
- c. Inform regularly and liaise fully with the Assistant Head (Early Years) on all aspects associated with the Nursery;
- d. Support the Assistant Head (Early Years) in planning and implementing a range of activities;
- e. Undertake any other reasonable duties as directed by the Assistant Head (Early Years) or Head Teacher;
- f. Manage the Nursery in the absence of the Assistant Head (Early Years), particularly during the Hazelwood School holidays.
- g. Ensure that all aspects of the Nursery and its curriculum remain compliant with Safeguarding and Regulatory requirements
- h. Be proactive in the review of the children's Learning Journeys to ensure the entries reflect the level of innovation within the curriculum and the children's achievements;
- i. Adopt a flexible and teamwork driven approach to work at all times including providing the necessary cover for other staff in emergency situations.

November 2017