



HURLINGHAM NURSERY

Job Description

Job Title: Head of Nursery (Maternity Cover)

Accountable to: Head and Principal

Role: The responsibilities and duties of the Head of Nursery are as follows:

General Description

1. Be a member of the Senior Leadership Team with overall responsibility for the pastoral care of the pupils in Nursery.
2. Play a full and active role in the wider life of the school, including the development, implementation and evaluation of whole school policies (including anti-bullying, safeguarding and child protection, behaviour and sanctions), action plans and development plans.
3. Act as an exemplary model to all staff in terms of outstanding teaching practice, being a classroom presence at one or more points in the week to every class.
4. Take responsibility for establishing a high-performance culture in the school and the maintenance of exemplary professional behaviours.
5. Be a strong presence in the school community.
6. In leading change, to be innovative and forward-thinking in our approach.
7. Welcome all prospective parents to the school and conduct tours of the nursery and be a proactive advocate of everything Hurlingham has to offer on both of its sites. Oversee responsibility of enquiries and notes of the tours, following up matters whenever necessary and cascading information to Admissions and Billing Team.

Supporting Staff

8. Supporting staff and ensuring approachable for all staff in team; promote and play an active role in supporting wellbeing of staff.
9. Supporting staff and being a point of escalation for interactions with parents.
10. Encourage interaction between staff and the sharing of "best practice".
11. Ensure a happy and professional working environment.

12. Oversee the timetabling for each Nursery group to ensure there is balanced allocation of subjects.
13. Oversee and work in collaboration with other staff to ensure the smooth running of productions.
14. Encourage teamwork between teachers and teaching assistants.
15. Disseminate information accurately from SLT meetings.
16. Empower team through effective delegation.
17. Communicate effectively with specialist and support staff within the Nursery.
18. Ensure that all staff understand and carry out their respective roles and responsibilities.
19. Monitor Continuing Professional Development for the Nursery and, in conjunction with the Head, supervise their professional development.
20. Liaise with Head of CPD and then take the lead of induction of new members of staff within the Nursery.

Transition

21. Promote a psychologically secure environment which brings about effective learning for pupils of all abilities, ensuring continuity and progression throughout the school.
22. Work effectively with Head of Lower School to ensure smooth and effective transition to the school
23. Preparation of the children for transition in terms of both pastoral/learning for moving up
24. Preparation of the teachers for receiving children into new section
25. Organise activities that promote cohesion of pupils across the year groups and sections
26. Handover information to new year group
27. Oversee the creation of new classes for the new year, ensuring a good balance of gender, ability, friendship, sessions and ages.

Supporting Pupils and Parents

28. Manage and be part of reward/behaviour systems
29. Organise activities that promote cohesion of pupils across the year groups and sections
30. Effective and timely communication with parents; weekly update to parents and ad hoc communication as necessary
31. Liaise with SENCO and having a working knowledge of the children with special educational needs in the section and collaborate with SENCO to ensure that provision is working
32. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views

Teaching and Learning

33. Monitor planning, teaching and learning within the Nursery to ensure children of all abilities make excellent progress.
34. Conduct and monitor appraisal system alongside the Deputy Head of Nursery: support the appraisal system by acting as a coach and mentor to your appraisees.
35. Developing innovative ideas to bring the children's learning alive
36. Monitor and review assessment procedures and identify areas needing support/extension.

Other Duties and Responsibilities

37. Coordinate timetables with support from the Deputy Head of Nursery, ensuring appropriate adult:child ratios at all times.
38. Create a digest of the results of parents evening meeting between teachers and parents.
39. Play a significant role in shortlisting job applicants and on interview panels for new appointments, with support from the Deputy Head of Nursery.
40. Work alongside the School Secretary with admissions to assess and induct new pupils into the school.
41. Social Media - promote activities from within the section on social media
42. Promote the school by participating as needed in the making of promotional videos and collaborating with other staff for the website.
43. Oversee organisation of trips and events.
44. Uphold the good name of Hurlingham School at all times, adhere to all school policies and the Staff Code of Conduct and play a proactive role in the revision/creation of policies and their associated risk assessments.
45. Organise cover for absent colleagues and oversee organisation of Nursery Parents Evenings.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

These job descriptions will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.