

Nursery Lead

Job Description

At Exeter Learning Academy Trust, we are creating our future together - with **ambition, kindness** and **courage** at our heart. Together, we provide an exceptional education where every child belongs, feels connected, and leaves ready to shape a life of opportunity and choice.

Job Title	Nursery Lead
Grade	E
Contract	Term time only
Reporting to	Headteacher

Purpose of the job

The Nursery Leader will play a key role in leading and nurturing the nursery provision at Ide Primary School, creating a happy, safe, and inspiring environment where every child can thrive. They will be responsible for the day-to-day management, organisation, and ongoing development of the nursery, ensuring that children receive high-quality care and learning experiences that support their growth, curiosity, and well-being.

Working closely with the Early Years team, School Administrator, and Headteacher, the Nursery Leader will help shape a positive and inclusive setting where children feel valued and supported. They will also build strong, trusting relationships with parents and carers, fostering open communication and meaningful partnerships to ensure every child has the best possible start to their educational journey.

Key responsibilities

Leadership, Management & Compliance

- Lead and develop the nursery provision, ensuring a safe, stimulating, inclusive, and high-quality environment for all children.
- Work closely with the Early Years team and Headteacher to ensure a smooth transition from Nursery to Reception.
- Manage nursery staff, providing support, guidance, training, and professional development opportunities.
- Monitor and evaluate the quality of provision, driving continuous improvement.
- Oversee nursery admissions and waiting lists in collaboration with the School Administrator.
- Ensure compliance with all statutory requirements, including EYFS, safeguarding, SEND, health and safety, data protection, and equalities legislation.
- Maintain accurate records, including attendance, progress, and safeguarding information.

- Manage and maintain nursery resources and equipment effectively.
- Contribute to the wider ethos, aims, and life of the school, attending relevant meetings and training as required.

Teaching, Learning & Child Development

- Plan and deliver a rich, play-based curriculum in line with the EYFS framework, including strong foundations in early phonics and mathematics.
- Assess and monitor children's progress, identifying next steps and supporting individual learning needs.
- Promote high-quality interactions that develop communication, language, confidence, and school readiness.
- Ensure an inclusive approach that meets the needs of all children, including those with SEND.
- Prepare, maintain, and use learning resources and ICT effectively to support children's learning and independence.
- Promote positive behaviour, inclusion, and equal opportunities, ensuring all children can access learning and thrive.
- Support children's health, welfare, personal care, and medical needs, administering first aid where trained and appropriate.

Partnerships, Safeguarding & Family Engagement

- Build strong, positive relationships with parents and carers, keeping them informed about their child's progress and development.
- Use online platforms and other communication channels to promote the nursery and share children's learning.
- Organise and lead parent meetings, workshops, and events that support children's learning at home.
- Respond to parental queries and concerns promptly, professionally, and sensitively.
- Work with external agencies and other professionals to ensure children receive appropriate support.
- Take responsibility for safeguarding and promoting the welfare of children, acting as a Designated Safeguarding Lead or Deputy if required.
- Ensure all safeguarding, child protection, health and safety, and welfare procedures are followed and concerns are reported appropriately.

Other

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.
- This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the postholder may be required to undertake other duties appropriate to the level of the role, as directed.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• Good English and Maths skills (GCSE Grade C/4 or above) • Level 3 Early Years qualification (or higher) • Proven track record of delivering high-quality early years provision • Experience working within an Early Years setting • Experience working with the EYFS framework and statutory requirements • Ability to form positive relationships with children with social, emotional and mental health needs	• Degree or higher-level qualification in Early Years • Experience working within a school-based nursery setting • Food Handling qualification • Paediatric First Aid qualification
Knowledge & Skills	• Good ICT skills • Good interpersonal and communication skills • Ability to relate well to children and adults • Understanding of and commitment to safeguarding and child protection procedures • Ability to be flexible and use own initiative • Knowledge of maintaining professional confidentiality regarding pupils, families and staff	
Personal Qualities	• Kind, compassionate and child-centred, creating environments where everyone feels valued and always acting in pupils' best interests. • Calm, steady and positive, offering a reassuring presence and helping others to feel confident and supported, even when things are busy or challenging. • Collaborative and respectful, building trusting relationships while maintaining professionalism, discretion and confidentiality. • Flexible, adaptable and proactive, responding to changing needs with good humour, taking initiative and seeing things through. • Reflective, inclusive and open-minded, with a genuine commitment to learning, celebrating diversity and fostering a strong sense of belonging for all.	
Other Factors	• Satisfactory Safer Recruitment Checks	