



Gorseinon Development Trust

Job Description: Nursery Team Leader

Hours of Work: 40 hrs per week

Accountable to: Nursery Manager / Deputy

Area of Work: Canolfan Gorseinon Centre and surrounding area

Principal Duties:

1. Provide a high quality, safe, stimulating and caring early years learning environment for children aged between 3 months and 8 years.
2. Promote and maintain high standards of professional good practice in the nursery through the effective management of staff.
3. To assist and deputise for the Deputy Nursery Manager as necessary.

Key Tasks:

Supporting the Nursery Manager / Deputy to achieve and maintain high standards of care for the children in the nursery in accordance with CIW, good practice guidelines and the standards of the Gorseinon Development Trust.

- Ensure high quality care of the children at all times.
- To maintain a professional approach, ensuring confidentiality and respect in all issues relating to children, parents and staff.
- Record details and progress of the children.
- Maintain appropriate security and protection for the children.
- Comply with Health and Safety legislation and evacuation procedures.
- Maintain standards of hygiene, tidiness and cleanliness.
- Participate in professional development activities to ensure skills and knowledge is up to date.

Developing the learning environment through the supervision of nursery staff to ensure: -

- All staff are implementing a program of suitable learning and play activities.
- Implementing and overseeing theme planners, Physical Literacy and Outdoor Learning.
- Implementing and ensuring that all observations are carried out by staff as requested.
- Overseeing and implementing Wellcom with all children in your room.
- Attend planning meetings with Deputy Manager and other Team Leaders as required.

Effectively supervising and managing the staff team

- Show leadership, including initiative, fairness and consistency, to involve and motivate the team.
- Supervise all staff in their daily activities ensuring Nursery Nurses are fulfilling their responsibilities.
- Ensure correct staff ratios are in place at all times throughout the working day.
- Contribute to the training and development of staff.
- Liaise with staff to ensure they are aware of, and comply with, all of the policies of the nursery.
- Be responsible for the staff by providing professional advice, guidance, reassurance, guidance and support.
- To be responsible for students on placement by explaining routines, giving support and guidance and allocating duties.
- Ensure staff are fully informed of the needs of all children in the nursery including medication requirements, changes to routine or daily patterns.
- To be responsible for ensuring that staff comply with safety requirements including accident and medication sheet procedures, and the maintenance of a safe environment for the children.
- In the absence of the Deputy Nursery Manager assume her role ensuring that high standards of care and education continue to be provided for the children.

Participate in and marketing activities to maximize nursery occupancy

- Participate in open days and marketing events, including “fun days.”
- Participate in Trust promotional activities.
- Provide advice and support to potential users.

Promoting and maintaining relationships with parents/guardians and visitors to the nursery, and the wider community

- Liaise with the Nursery Manager / Deputy to arrange for the induction of new children.
- Provide advice and support to parents and exercise honesty and integrity in dealing with matters of concern.
- Maintain formal and informal links with parents and promote the close involvement of parents/guardians in their child's development in the Nursery.
- In the Nursery Manager / Deputy's absence, liaise with outside agencies as necessary including attending meetings to represent the Trust Nursery
- Ensure all visitors comply with statutory requirements.
- Carry out all suitable activities as directed by the Nursery Manager, Deputy and Board as commensurate with the level of the role.