



George Heriot's School

Founded 1628

Job Description

Job Title: Head of Nursery

Responsible to: The Principal, via the Head of Junior School, Senior Depute Junior School and appropriate Junior School Depute.

The following list of duties and responsibilities is not exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.

Management, Leadership and Quality Assurance

- To provide overall leadership to the nursery team and ensure that the nursery provides high quality care, supportive and nurturing environment for all of George Heriot's pupils.
- Collaborate with the Senior Depute to ensure standards and quality are implemented in line with school improvement plan, national care standards and Care Inspectorate
- Line manages the nursery team and ensures the nursery is staffed appropriately according to timetable and needs.
- To manage the nursery resources and facilities and ensure effective usage of these in line with school budgets
- Ensure individual care and learning plans are in place to record progress, attainment and development of each child
- Maintain planning records for nursery purposes and ensure tracking is in place for smooth transition to P1.
- Manage the overall administration of the nursery
- Provide reports, feedback and attend JSLT meetings as required
- Be an ambassador for the nursery and undertake marketing and showcasing activities that will promote the nursery across the school and to prospective parents and liaise with school colleagues for any special events throughout the year

Curriculum

- Have secure knowledge and understanding of the theory and practical skills required specifically within the Early Year's curriculum
- Understand how to match the Early Year's curriculum to the needs of children and oversee the nursery planning
- Provide effective teaching within the nursery
- Identify appropriate resources to allow effective delivery of the curriculum.

- Understand the importance of reporting to parents or guardians on children's progress and discussing matters related to their children's personal, social and emotional development in a sensitive and productive way.

Support for Pupils

- To be the child protection lead for the nursery and liaise with Senior Depute and Head of Junior School
- Take account of arrangements for ensuring the care, welfare and protection of children.
- Make every effort to meet the emotional, physical and social needs of children.
- Enable pupils to develop positive attitudes to learning.

Ethos

- Promote equality, fairness and social inclusion
- Take responsibility for professional learning and development.
- Value, respect and be an active partner in the Heriot community.
- Participate in the Junior School Assembly programme.
- Be aware of the Heriot's Foundation.
- Actively promote a strong and positive relationship with Heriot's parents and carers.
- Contribute to the Heriot's extra-curricular programme.

Personal Skills and Attributes

- Appropriately qualified and successful teacher of Primary Education – registered with/eligible for registration with GTCS (essential attribute)
- Previous management experience of delivering and Early Years curriculum
- Proven ability to relate well to and communicate effectively with parents, staff and pupils.
- Enthusiasm, resilience and warmth
- Understanding and commitment to the Heriot's aims and values.
- Confidence and ability to deal with sensitive issues affecting pupils and parents
- Ability to prioritise effectively and to work under pressure and to tight deadlines.

Additional Information

Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007 and the successful candidates will be required to obtain membership of the PVG scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463