

# MAYVILLE HIGH SCHOOL

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Headteacher  
Mrs R Parkyn  
MA (Oxon) MA PGCE MCIL

## Head of Nursery

**Start date: 01-09-23**

*We have an exciting opportunity for an experienced, charismatic Head of Nursery to join our fabulous team at Mayville High School. The Head of Nursery will have fresh ideas, a proven track record and enthusiasm to lead, inspire and continually motivate all in the EYFS Department.*

It is the responsibility of the Head of Nursery to ensure the efficient day to day operation of the Nursery Department and to have a major role in the planning of its future development. The Manager will manage the development and activities of the staff to ensure effective teaching and care of pupils with the Nursery Department.

The Nursery Manager is responsible to the Headteacher. They will liaise on a very regular basis with the Head of Pre-Prep to review, develop and manage activities relating to the curriculum, organisation and pastoral functions of the School.

Listed below are principal functions of the post, but this is not exhaustive and is liable to change.

### Daily Routine:

- To draft the Nursery routines/timetable annually in consultation with Senior Teacher Pre-prep and Deputy Head of the Junior School.

### Policies:

- To co-ordinate the Nursery Department inputs into the whole School Development Plan.
- To maintain a schedule of policies, ensuring that any updates/revisions are agreed with the Head, as appropriate.
- To prepare, or arrange to be prepared, new policies relating to the Nursery Department, liaising with the Headteacher.
- To liaise with Junior School/Pre-prep to ensure policies meet common requirements.
- To regularly review and update the SEF (Self Evaluation Form) for the department.

### Planning:

- To ensure that long-term, medium term and short-term planning is carried out by staff in accordance with agreed guidelines.
- To ensure that the work covered in the Nursery meets the Statutory requirements of the EYFS.

**Reporting to Parents:**

- To ensure there is a key person for each child.
- To ensure parents are kept informed of their child's progress through the electronic learning journey, care diaries, progress meetings and written reports to parents.
- To arrange training courses for parents as appropriate e.g. phonics.

**Personnel:**

- To ensure Office records of staff personal details are up-to-date.
- To carry out staff supervision meetings on a regular basis.
- To put into place a staffing plan ensuring ratios are maintained at all times.
- To ensure all staff training is recorded in Staff Development file.
- To advise the Bursar of additional hours Nursery Staff have worked and ensure any staff absences are reported on the absence spreadsheet.
- To organise cover in the event of staff absence.
- To contribute to the selection for appointment of staff within the Nursery Department.

**Quality of Teaching and Learning:**

- To carry out induction procedures and performance management according to School Policies.
- To agree job descriptions with the Headteacher and advise on any changes to these.
- To monitor that the guidelines set down in policies for Teaching and Learning are consistently followed.

**Training:**

- To check training available and recommend staff attend courses as appropriate.

**Pupils:**

- To ensure the wellbeing of all pupils in the Nursery Department with regards to health and safety, behaviour, creative, social physical and academic development.
- To act as SENCO for the department and liaise with the school SENCO.
- To act as Safeguarding lead for the department.
- To ensure that reports are written and staff attend set Parents Meetings to inform on development of individuals.

**Staff Meetings:**

- To organise twice termly staff meetings with Headteacher and Senior Teacher Pre-Prep.
- To provide opportunities for informal meetings with section staff.

**Health and Safety:**

- To follow guidelines set down in policies for checks of the physical environment of the Nursery and resources used.
- To follow guidelines regarding the safe release of pupils to adults.
- To ensure School safeguarding procedures are followed at all times.
- To ensure risk assessments are carried out and regularly updated.

**Marketing and Recruitment:**

- To assist with ideas for publicity and advertising.
- To meet prospective parents and tour them around the school.

**Teaching:**

- To act as a teacher within the Nursery.
- To ensure your own personal knowledge is kept up-to-date.
- To attend school Open Days.
- Carry out any other tasks which shall be reasonably required by the Headteacher.

Salary – depends on experience.