



Job Description

Role:	Deputy Nursery Lead
Location:	Shaldon Primary School and Nursery
Reports to:	Nursery Lead, EYFS Lead & Headteacher
Working Hours:	37.5 hours a week, flexibly to meet the needs of the Nursery
Salary:	Torbay Grade E 7-11

The Deputy Nursery Lead responsibilities plays a vital role in ensuring our early years provision reflects and lives out our ethos – providing high-quality early education and care, fostering strong relationships, and ensuring that every child and adult feels known, valued, and empowered.

Purpose of the Role

To support the Nursery Lead in delivering an exceptional, nurturing, and inclusive nursery setting that lays a strong foundation for lifelong learning. The Deputy will model best practice, help lead a committed team, and ensure the nursery aligns with the wider school culture, values, and community vision.

Key Responsibilities

1. Leadership and Culture

- Support the Nursery Lead day-to-day.
- Deputise fully in the absence of the Nursery Lead, assuming responsibility for the day-to-day running of the nursery, including safeguarding, staffing, routines, and communication with families.
- Foster a warm, inclusive environment where all children and families feel a deep sense of belonging.
- Embody and model the school's ethos in every interaction with children, families, and colleagues.
- Promote a compassionate, team-oriented culture among nursery staff and contribute to wider school cohesion.

2. Curriculum and Pedagogy

- Support the planning and delivery of an engaging ACE EYFS curriculum, including outdoor learning and early Beach School experiences.
- Embed the principles of ACE pedagogy in daily routines and interactions.
- Promote play-based, exploratory learning tailored to children's developmental needs.

- Use observations and formative assessment to inform responsive teaching and learning.

3. Safeguarding and Welfare

- Act as a Designated Safeguarding Lead (DSL) or Deputy DSL, ensuring children's safety and well-being at all times.
- Ensure compliance with all statutory EYFS, safeguarding, health & safety, and GDPR requirements.
- Maintain and model excellent care routines including toileting, nappy changing, feeding, and sleep support, underpinned by dignity and care.

4. Team Development

- Provide day-to-day support, mentoring and guidance to nursery practitioners and support staff.
- Support staff CPD including induction, coaching, and reflective supervision.
- Champion the school's commitment to professional growth for all staff
- Lead by example in wellbeing and professional conduct.

5. Family and Community Engagement

- Build strong relationships with families, promoting trust, communication, and shared goals.
- Support open mornings, induction events, and ongoing parental engagement.
- Work with the school's Coaching and Culture Team to align pre-school practice with whole-school priorities around community and people flourishing.
- Celebrate diversity and ensure an inclusive approach that values everyone's stories.

6. Operational Management

- Support efficient rota management, resourcing, and organisation of routines.
- Maintain accurate records including registers, accident logs, and child development tracking.
- Assist with administrative duties and ensure policies are followed consistently.

Additional Responsibilities

Special Educational Needs and Inclusion (SENCO Role)

- Act as the Nursery's SENDCo, working closely with the Nursery Lead and the school's wider SEND team to ensure all children with additional needs are identified early and supported effectively.
- Coordinate and lead on individual plans, referrals, and Early Help processes as needed.

- Maintain accurate and up-to-date records, liaise with external professionals, and ensure effective communication with families.
- Champion inclusive practice and advise staff on reasonable adjustments, differentiation, and universal strategies that align with ACE pedagogy and the school's commitment to belonging.

Key Person Support

- Support nursery assistant to fulfil their Key Person responsibilities, ensuring that every child is known, nurtured, and planned for individually.
- Encourage and model consultation with children, helping staff involve children in activity planning that reflects their interests, identities, and developmental needs.
- Provide coaching and reflective feedback to help staff develop confident, responsive practice.

Learning Documentation and Communication

- Have working knowledge of Tapestry (or the equivalent system used at Shaldon) to model, support and quality-assure the recording of observations, progress, and parent communication.
- Promote purposeful use of the platform to celebrate learning and strengthen home–school partnerships.

Professional Development and Wider Contribution

- Attend and contribute to staff meetings, training sessions, and school INSET days as part of ongoing professional development.
- Stay up to date with changes in EYFS, SEND policy, and best practice.
- Support the ethos and broader priorities of the school by undertaking any other reasonable duties required by the Nursery Lead or Headteacher, in line with your role.

Person Specification

<u>Essential</u>	<u>Desirable</u>
Level 3 Early Years qualification (or higher)	Foundation Degree or equivalent in Early Childhood Studies
Experience in a leadership or senior EYFS role	Experience setting up or helping establish a new nursery
Strong knowledge of EYFS Statutory Framework	Familiarity with ACE pedagogy or trauma-informed practice
Commitment to inclusive, compassionate practice	Experience in coaching or mentoring colleagues
Excellent communication and interpersonal skills	Trained as a DSL or Deputy DSL
Passion for early learning and outdoor education	Experience with Beach School or Forest School settings