

**Job Title:** Curriculum Lead and Nursery Deputy Manager  
**Pay:** Circa £30,000 per annum  
**Hours:** 37.5 hours per week over 5 days (8-4 or 10-8) or 38 hours over 4 days (8-6) flexibility will be required when covering staff absence to maintain ratios.  
**Holidays:** 20 days holiday per annum minimum with additional paid bank holidays minimum  
**Base:** footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ

### **Purpose of the Role**

*footprints@hattonhill is a community-based nursery set in the heart of the Ford and Litherland community. We provide care and early years education for all children aged from birth, 51 weeks of the year between the hours of 8am and 6pm.*

*Our most recent Ofsted inspection in September 2022 graded us GOOD in all areas. Inspectors commented that “children benefit from a highly successful transition programme when they join this nursery... children are confident and self-assured”, “children engage fully with the exciting activities on offer in this well-resourced nursery”, “partnerships with parents is a particular strength of this nursery”.*

*We are seeking to appoint an experienced and dedicated EYFS Curriculum lead and Deputy Manager to join our well-established nursery. This full-time role is available immediately and is on a permanent basis. The successful candidate will play a key role in the development and implementation of our nursery curriculum. Helping to provide a broad, nurturing, well sequenced and stimulating development journey for early years children, ensuring they develop essential skills for being ‘ready to learn’ when they transition into school.*

*This new role will be in part a development role, where you will be required to research, develop and implement a broad nursery curriculum tailored to the needs of our children. However, this role once established could lead onto supporting our other footprints@childcare settings in assisting us to develop a standardised approach to curriculum planning.*

*In Hatton Hill nursery you will also play a key part in the senior leadership of the nursery, supporting the nursery manager in the day to day running of the nursery and deputising in their absence.*

*Some of your time will be spent in ratio with the children whilst working closing with room leads and practitioners to develop a deeper understanding of the needs of our children and families.*

## Key Responsibilities

### Curriculum Lead

- Develop and implement a broad, nurturing, well sequenced and stimulating nursery curriculum tailored to the needs of our children
- Create a supportive and inclusive nursery room environment
- Make accurate and effective assessments, which reflect the needs, interests and stages of each child, and ensure the indoor and outdoor environments are consistently stimulating and inspiring for the children
- Working collaboratively with room leads and childcare practitioners to implement planning and activities to support children's individual needs
- Communicate effectively with parents and carers to provide updates on children's progress
- Ensure all activities align with the Early Years Foundation Stage (EYFS)
- To support the nursery manager in the day-to-day leadership and running of the nursery, taking full responsibility in the managers absence
- Working in ratio when required to cover staff holidays/absence

### Deputy Manager

- Support the manager in the smooth running of the nursery, including sharing responsibility for opening and closing duties.
- Deputise in the absence of the manager, including shared responsibility of deputy DSL.
- Adhere to all company policies and procedures.
- Be fully aware of all emergency and security procedures.
- Ensure that all company policies and procedures are adhered to by all staff.
- Support the Management in making sure all complaints/concerns are actively resolved in a timely manner according to company policy.
- Support the Management to facilitate inspections by regulatory bodies and implement any recommendations.
- Ensure that all children are kept safe and that staff are confident to follow safeguarding procedures.
- Support the Management team in ensuring the nursery remains compliant in respect of correct staff deployment at all times.
- Support the Management with inducting, supporting, training and appraising all staff to deliver high quality childcare practice.
- Promote a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage.
- To role model excellent practice and carry out peer observations and from this follow up with observations by providing the practitioners with constructive feedback.
- To observe, support, motivate and direct practitioners to implement, maintain and develop effective practice and ensure high quality provision for all rooms by reflecting on their own skills and practices.
- To engage practitioners in their own professional development by providing advice, training and mentoring practitioners to improve the quality of practice.
- To support Management in carrying out staff supervisions/appraisals.

- To develop resources in the setting as necessary.
- To work in accordance to equal opportunities; developing an inclusive service provision and practice, to meet the needs of all children and their families. Supporting the development of good practice in relation to special educational needs and inclusion.
- To encourage and maintain positive working relationships with relevant external professional/colleagues in Hatton Hill Primary School and to work in partnership.
- To represent the setting professionally at all times.
- To attend senior leadership meetings and termly closure days.
- Proactively promote and represent the nursery to current and potential parents/customer including the wider community.
- Undertake any other duties reasonably requested by Management.

## Requirements

- Candidates MUST hold a minimum level 3 early years qualification to be considered for this position. Candidates with levels 4, 5 and 6, EYITTS or QTS are particularly encouraged to apply
- Strong understanding of the EYFS framework and early childhood development.
- Strong previous experience delivering the EYFS in a nursery setting.
- Passion for making learning fun and engaging for each child.
- Strong knowledge and understanding of safeguarding and child protection.
- Excellent leadership, communication and organisational skills.
- Proactive and able to show initiative in the setting.

## What key skills do you need?

### Commitment

You will need to demonstrate a commitment to working with children. Working in the early years sector can be as intensive as it is rewarding. You must have a passion for child development and be dedicated to caring for young children.

### Building Relationships

Children thrive in early years settings when they have strong bonds and healthy relationships with staff. You need to be someone who enjoys the company of children and can empathise with how children express their feelings.

### Personal Skills

You also need to be personable and approachable with staff and children's parents. Parent partnerships are vital in helping you to understand how to keep children happy and supported, both in nursery and home life.

### Leadership Skills

You will be an inspiring practitioner and lead by example. You will have the skills to guide and motivate your team to achieve the best outcomes for children.

### Creativity

Children will engage in nursery activities if they are fun and enjoyable. The best activities are those that help children learn new skills and develop their understanding of the world without them even realising that they are learning. As curriculum lead, you will need to have a creative mind in order to create exciting and memorable activities.

### Why Join Us?

- Impactful work: Help shape the lives of young learners during their crucial early years
- Supportive Environment: Work with colleagues dedicated to providing high quality education and nurturing well-being
- Ongoing professional development: Training and promotion opportunities
- Pension scheme
- Life insurance\*
- 50% discounted childcare at our nurseries
- Uniform provided
- Additional paid Christmas shopping day after 1 years' service

Note \* life insurance after completion of 12-week probationary period

**The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.**

### Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

### Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken
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## Person Specification

### Qualifications & Training

- Level 3, 4, 5 or 6 **early years qualification**. EYITT or QTS.
- Evidence of further professional development/Management training.

### Experience

- At least 2 years' experience in the Foundation Stage
- Successful experience of EYFS leadership
- Excellent practitioner in the Foundation Stage
- Experience of early identification, assessment and intervention of children with SEN
- Experience of working with outside agencies
- Experience of managing and liaising with support staff

### Skills/Knowledge/Aptitudes

- Expert knowledge of the EYFS curriculum
- Understanding of high-quality teaching and learning strategies in the EYFS curriculum, and the ability to model this for others and support others to improve
- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Ability to support language development interventions.
- Experience of working within or implementing effective key worker systems.
- Good understanding of the Safeguarding, Welfare and Learning and Development requirements in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning and administrative tasks
- Able to demonstrate an up-to-date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

### Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

### Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

### Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within the company and Hatton Hill Primary School and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

### Other Details

- Wage: £28,000 to £30,000 per annum
- 37.5 hours per week over 5 days (example patterns of 8-4, 10-6) or 38 hours over 4 days (8-5) Flexibility will be required when covering holiday/staff absence in order to maintain ratio's.
- Annual leave 20 days minimum plus bank holidays. Some days will be required to be taken between the Christmas and New Year period.
- Place of work: footprints@hattonhill nursery.
  
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here <https://firststepsenterprise.co.uk/vacancies/application-form/>