

JOB DESCRIPTION

Post: Group Head of Nurseries

Responsible To: EKC Schools Trust – Director of Safeguarding & Compliance

Summary of Post: To provide strategic leadership and oversight across the Trust and EKC Group nursery settings, ensuring consistently high-quality, inclusive provision aligned with EYFS and Ofsted expectations.

Lead Nursery Managers to deliver strong outcomes across quality of education, behaviour and attitudes, personal development and leadership and management. Ensuring all children are safe, supported, and make strong progress from their starting points.

Specific Duties:

1. Provide clear strategic direction for all nursery settings, aligned with organisational priorities and continuous improvement goals.
2. Lead and monitor improvement plans across all settings to ensure consistency in quality, curriculum and operational practice to embed a culture of high expectations and continuous improvement.
3. Strengthen and maintain effective partnerships with local authorities, external agencies and key stakeholders, ensuring compliance with funding, quality assurance processes, SEND pathways, and safeguarding frameworks across all nurseries.
4. Plan, monitor and evaluate the quality of early years practice across all sites, including comprehensive monitoring of learning environments, child development data, key person practice, and interventions; use this data to drive consistent quality improvement and ensure children make strong progress from their starting points.

5. Lead by example as an expert early years practitioner and leader, modelling exemplary interactions, pedagogy and curriculum delivery while coaching Nursery Managers and practitioners to embed evidence-informed early years practice.
6. Set high expectations for children's developmental outcomes and engagement, establishing clear targets for attendance, progress and inclusion across settings; proactively identify children at risk of underachievement and ensure timely, effective interventions and multi-agency support are in place.
7. Maintain current knowledge of national and local Early Years developments, including EYFS reforms, Ofsted expectations, SEND legislation and safeguarding updates; disseminate guidance to ensure policies, practice and provision remain compliant and sector-leading.
8. Communicate effectively with all stakeholders, including families, local authority representatives, governing bodies, and the senior leadership team, ensuring transparent reporting on quality, safeguarding, attendance, and progress across settings.
9. Ensure Nursery Managers are enabled to focus on operational excellence, freeing their capacity to lead staff development, embed the EYFS, oversee compliance and maintain an outstanding safeguarding culture across their settings.
10. Contribute to recruitment, induction, mentoring and professional development of staff, supporting consistent supervision, coaching and performance management processes across settings to secure high-quality practice and workforce stability.
11. Monitor and support the implementation of inclusive SEND and early help provision, working with SENCOs and external professionals to ensure identification, documentation and interventions are robust and consistent across all nurseries.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills & Experience				
1.	Strong leadership skills with ability to drive quality across multiple nursery settings.	✓	✓	6
2.	Excellent understanding of the EYFS, early childhood development, and inclusive practice.	✓	✓	6
3.	Ability to analyse child development data and use findings to improve provision.	✓	✓	6
4.	Strong communication skills with ability to influence and collaborate with the LA, external agencies and parents and carers.	✓	✓	6
5.	Ability to lead, coach and develop Nursery Managers and practitioners.		✓	6
6.	Thorough knowledge of safeguarding, Early Help, SEND pathways and local authority procedures.	✓		6
7.	Ability to lead on maintaining high-quality learning environments indoors and outdoors.		✓	6
	Education and Experience			
1.	Significant experience working in early years leadership	✓	✓	6
2.	Proven track record of improving outcomes and quality of provision.		✓	6
3.	Experience leading staff development, supervision and performance management.	✓		6
4.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Personal Qualities				
1.	Collaborative, reflective and child-centred approach to leadership.	✓	✓	4
2.	Resilient, calm and solution-focused within fast-paced environments.	✓		4

3.	Ability to build professional, trusting relationships with families, staff and partners	✓	✓	6
4.	Demonstrates confident, accountable strategic leadership, exercising sound professional judgement while working collaboratively within established governance, policies and agreed organisational priorities	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
12.	Relevant Level 6 qualification with QTS	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.