**Job Description – Nurture Group Leader (Primary Section)**

Post : Nurture Group Leader

Line Managed By : SENCo/Assistant SENCo

Line Manager of : None

Salary : Band 6, point 9 to 13 (£19,584 - £22,981)

Working hours: Term-time only, 37 hours per week, 8.30am – 4.30pm

**Job Purpose**  
   
To work within the Primary Stage team and ensure that within their own work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To be responsible for the leadership and management of the Primary nurture group within the school

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
All team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc.
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "pupil focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual pupils is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session
2. Engaging with pupils positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable pupils" and strategies to support them

**Specific Duties**

* Attend meetings and training sessions as required.
* To plan with and co-ordinate the work of the nurture group assistant.
* To establish, maintain and organise a learning group environment, which accords with nurture group principles and offers a secure, structured and predictable setting where the children can develop confidence and self-esteem.
* To provide a holistic curriculum, incorporating the National Curriculum, which is designed to address the social, emotional and behavioural factors underpinning academic learning.
* To plan and organise the activities and curriculum of the nurture group, in liaison with class teachers and bearing in mind the individual needs of each child.
* To be aware of and comply with all school policies and procedures.
* To develop assessments which support the nurture group policy and maintain records of both academic and social progress of children.
* To observe nurture group children in mainstream classrooms, on the playground and at lunch times in order to help them manage social interactions successfully in less structured situations.
* To be involved with the SENCO and class teachers in reviews of IEPs and other learning plans for nurture group children, as outlined in the code of practice.
* To work in collaboration with parents to carry out assessments and provide progress information.
* To liaise with the Assistant SENCo, the educational pyschologist and other professionals involved with individual nurture group children.
* To develop procedures for the referral, observation, assessment and identification of children who may benefit from nurture group placement.
* To participate in discussions with the Headteacher, SENCO and EP to agree nurture group admissions, the progress of children and their re-integration into mainstream classes.
* To develop and maintain supportive relationships with parents/cares and encourage their involvement in activities supportive of the nurture group programme.
* To work collaboratively with school staff to develop an understanding of the nurturing approach throughout the school.
* To arrange and participate in school INSET relating to nurture group principles and practice.
* To keep up to date with nurture group practices.
* To provide termly reports for the purpose of evaluating the effectiveness of the nurture group provision, which includes specified progress data.
* Be involved in extra-curricular activities, i.e. open days, presentation evenings
* Report pupil and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.
* Attend meetings and training sessions as required

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.