



# Lead Teacher Job Description

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## Job details

**Salary range:** MPS / UPR 1-3 (dependent on experience)

**Contract type:** Fixed Term until 31/08/27 (potential for extension)

**Reporting to:** Headteacher

## **Main Purpose**

The Lead Teacher will play a key role in supporting the Headteacher to deliver the strategic vision of Tenterfield Nursery School. This includes leading a class team, modelling exemplary Early Years practice, and contributing to whole-school development. The post-holder will fulfil the responsibilities outlined in the Teachers' Standards and the School Teachers' Pay and Conditions Document (STPCD).

## Key Responsibilities

### **Leadership and Strategic Duties**

- Act as a member of the senior leadership team (SLT)
- Proactively lead a well-established team of early years professionals with professionalism, sensitivity, and a collaborative approach, nurturing a positive team culture built on mutual respect, shared expertise, and continuous improvement.
- Support the Headteacher in delivering the nursery's strategic priorities, using your own initiative to drive improvement, lead change, and ensure high standards are maintained across all areas of provision.
- Mentor our Early Career Teacher (ECT) and apprenticeship students in their professional development.



- Support staff development through effective induction, ensuring a smooth transition into the team and a strong understanding of nursery values, policies, and expectations.
- Act as Deputy Designated Safeguarding Lead.
- Take responsibility for specific areas including curriculum, assessment, or family engagement, as delegated by the Headteacher.

### Teaching and Learning

- Provide a safe, caring, and stimulating learning environment.
- Deliver high-quality education aligned with the EYFS Framework and Tenterfield's bespoke curriculum.
- Lead planning and assessment based on children's interests and developmental stages.
- Oversee curriculum implementation within the classroom.
- Model outstanding practice in teaching, learning, and inclusive provision.
- Promote high standards of behaviour, mutual respect, and emotional well-being.

### Staff Development and Mentoring

- Lead coaching and reflective practice to build staff capacity, improve pedagogy, and enhance the quality of teaching and learning across the team.
- Support the induction, mentoring, and development of staff, including Early Career Teachers (ECTs) and apprentices.
- Contribute to staff recruitment and performance management processes.

### Safeguarding and Wellbeing

- Act as Deputy Designated Safeguarding Lead, working closely with the safeguarding team.
- Ensure the highest standards of safety, hygiene, and emotional support across the setting.
- Adhere to all safeguarding, health and safety, data protection, and confidentiality policies.

### Organisational and Resource Management

- Manage and deploy classroom and nursery resources effectively.
- Support budget planning through costed subject/action plans.



- Contribute to the ongoing development of learning environments indoors and outdoors.

### **Family and Community Engagement**

- Build strong, respectful relationships with children, families, colleagues, and external professionals.
- Communicate effectively with parents and carers about children's progress and well-being.
- Take an active role in school-wide events and community engagement initiatives.

### **Professional Development**

- Engage fully with appraisal and continuous professional development (CPD).
- Take responsibility for the ongoing improvement of your own practice.
- Contribute to a culture of learning through mentoring, peer support, and shared reflection.

- **Communication**

- Communicate confidently and effectively with a range of stakeholders, including families, colleagues, governors, and external agencies.
- Promote the values and vision of Tenterfield Nursery School in all interactions.