

Job Description

Job Title: Nursery Team Leader (2–3 Year Provision)

School: FCJ Primary School

Reports to: Early Years Lead / Headteacher

About the Role

We are excited to be launching a new 2–3-year-old provision as part of our expanding Early Years offer within FCJ Primary school. This is a unique opportunity for an experienced and passionate practitioner to take on a leadership role from the very beginning, shaping a high-quality, nurturing environment for our youngest learners.

Rooted in the FCJ mission to “teach the children with all the kindness and gentleness possible,” this role offers the chance to build a provision where every child is known, valued, and supported to flourish.

As Nursery Team Leader, you will lead the development of a provision grounded in the FCJ values of Excellence, Companionship, Dignity, Justice, Hope, and Gentleness, ensuring these are lived out in daily practice.

Purpose of the Role

To lead the planning, delivery, and ongoing development of a high-quality 2–3-year-old nursery provision, ensuring children’s safety, wellbeing, and progress. The role combines hands-on practice with strong leadership, driving high standards while nurturing a culture of kindness, respect, and excellence.

Key Responsibilities

1. Leadership and Management

- Lead and inspire the nursery team, fostering a culture rooted in Excellence and Gentleness.
- Model outstanding Early Years practice and provide guidance, coaching, and support to colleagues.
- Promote strong team relationships built on Companionship, mutual respect, and collaboration.
- Support staff induction, development, and performance in partnership with senior leaders.
- Ensure effective day-to-day organisation, including staffing, routines, and high-quality provision.

2. Establishing a New Provision

- Take a leading role in the development and successful launch of the new 2–3 provision.
- Design a stimulating, enabling environment that reflects Excellence and Dignity for every child.
- Establish clear routines, expectations, and high standards from the outset.
- Contribute to policies and procedures in line with Jersey Early Years requirements.
- Shape a provision that reflects best practice and the distinctive FCJ ethos.

3. Teaching, Learning and Child Development

- Lead high-quality, play-based learning tailored to the developmental needs of 2–3 year olds.
- Ensure a strong focus on the prime areas of learning, particularly communication and language, personal, social and emotional development, and physical development.
- Promote a culture of Hope, encouraging confidence, resilience, and curiosity in all children.
- Oversee observation, assessment, and tracking to ensure every child makes progress.
- Ensure inclusive practice that upholds the Dignity of every child, including those with additional needs.
- Foster positive behaviour through nurturing, respectful relationships.

4. Safeguarding, Health and Compliance

- Lead safeguarding practice, ensuring all procedures are followed rigorously.
- Ensure compliance with all Jersey Early Years regulations and school policies.
- Maintain high standards of health, safety, and hygiene.
- Promote children’s emotional wellbeing through secure, caring relationships.

5. Partnership with Parents and Community

- Build strong partnerships with parents and carers based on trust, openness, and Companionship.
- Communicate effectively about children’s development, wellbeing, and progress.
- Support smooth transitions into the provision and beyond.
- Encourage parental involvement and a sense of community within the setting.

6. FCJ Ethos, Values and Mission

- Embed the FCJ values of Excellence, Companionship, Dignity, Justice, Hope, and Gentleness in all aspects of the provision.
- Lead by example, ensuring interactions with children and adults reflect kindness, patience, and respect.
- Promote Justice by ensuring fairness, inclusion, and equal opportunities for all children.
- Live out the mission to “teach the children with all the kindness and gentleness possible” in daily practice.
- Contribute to the wider Catholic life and community of the school.

7. Professional Practice and Development

- Lead reflective practice and continuous improvement within the team.
- Keep up to date with developments in Early Years and leadership.
- Attend and contribute to meetings, training, and whole-school development.
- Maintain professionalism, confidentiality, and high expectations at all times.

Person Specification

Essential

- Significant experience in Early Years, particularly with 2–3-year-olds
- Level 3 (or higher) qualification in Early Years/Childcare
- Management/Team Leading Qualification, minimum Level 2 or working towards
- Knowledge of Jersey Early Years frameworks and requirements
- Strong understanding of child development and early learning
- Experience leading or supporting a team
- Ability to model high-quality practice and inspire others
- Strong organisational and communication skills
- Commitment to safeguarding and promoting children's welfare
- Alignment with and commitment to the FCJ ethos and values
- Experience supporting children with additional needs
- Personal & Health Declarations

Desirable

- Management/Team Leading Qualification at CMI Level 2 or working towards
- Safeguarding training course or agreed equivalent
- JCF Role and Responsibilities of the Lead Worker
- Paediatric First Aid (updated every 3 years)
- Food Safety and Hygiene Level 2 (if handling food)
- Fire awareness (updated every 3 years, or when building changes)
- Experience establishing or developing provision

Key Personal Qualities

- Inspirational and values-driven leader
- Warm, nurturing, and emotionally intelligent
- Committed to gentleness, kindness, and dignity in all interactions
- Organised, adaptable, and resilient
- Reflective and committed to continuous improvement
- Passionate about Early Years and making a difference

Why Join Us?

- A unique opportunity to lead an exciting new provision from its inception
- Shape a nurturing, high-quality Early Years environment grounded in FCJ values
- Work within a supportive, faith-based school community
- Opportunities for professional growth and leadership development
- Make a lasting impact on children at a crucial stage of their lives