

25

2000-2025
Anniversary



British School
of Bucharest

INFO PACK FOR
NURSERY LEADER
BRITISH SCHOOL OF BUCHAREST

www.britishschool.ro

Dear Candidate,

Thank you for your interest in the position of Nursery Leader at the British School of Bucharest. This is a pivotal role that combines excellence in teaching with effective leadership and management of both Pre-Nursery and Nursery classes, and I would be delighted to consider your application to join our fantastic, innovative team.



We are seeking a dedicated and experienced professional who demonstrates a passion for, and commitment to, early years education and possesses the skills to inspire both pupils and staff. The ideal candidate will have at least four years of experience teaching the EYFS curriculum, with a proven ability to lead a team, analyse and use data to improve pupil outcomes, and foster strong relationships with parents and the wider community.

As Nursery Leader, you will be responsible for the progress and attainment of pupils across the aforementioned year groups, managing staff performance and development, overseeing planning and curriculum delivery, and ensuring effective communication with parents. You will also monitor attendance and behaviour, organise year group events, and lead action planning to align with school improvement goals.

Strong interpersonal and communication skills are essential for this role, as is the ability to remain focused, solutions-oriented, and flexible in a fast-paced environment. We are looking for someone who can lead by example, has a creative approach to the curriculum, and is adept at supporting diverse learning needs, including SEND, EAL, and MAT (More Able and Talented) pupils.

If you have the drive to support and nurture young learners, a collaborative spirit, and a commitment to upholding the ethos of our school, we would love to hear from you.

Thank you for considering this opportunity to make a lasting impact on the foundation stage of our pupils' education. I look forward to receiving your application.

Kind regards,

Victoria Smith

Head of Primary

PRIMARY YEAR GROUP LEADER

Responsibilities

- Class teacher.
- Line management of teachers and TAs within the year group, including performance development and professional learning, staff code of conduct and professional competency.
- Enforce the staff dress code and Code of Ethics.
- Monitor the progress and attainment of students across the curriculum; report on year group data each half-term to the DHoKS and termly to the Primary Senior Leadership Team.
- Track student and staff attendance for the year group, contacting parents or members of staff where percentages are concerning.
- First approval for leave of absence for the team.
- Second contact for parental concerns after the class teacher.
- Ensure the organisation of year group trips (each half-term) and residentials (where applicable).
- Lead on year group performances, work showcases, and assemblies.
- Organise parent workshops (curriculum, pastoral, Meet the Teacher).
- Monitor and evaluate long-term curriculum plans.
- Monitor year group planning.
- Monitor awards (merits, house points, Stars of the Week).
- Monitor and evaluate year group progress towards school improvement targets.
- Produce year group action plans annually and evaluate progress termly.
- Attend school events in which students in the year group are performing or participating.
- Monitor behaviour concerns within the year group on CPOMs and manage STINT 1 and 2 incidents.
- Report on progress and attainment of SEN and MAT students to the DoKS.
- Take the lead on one curriculum subject.



Qualifications	Essential	Desirable
Teaching qualifications from an accredited university.	X	
Honours degree or equivalent.	X	
Evidence of Continuing Professional Development.	X	
QTS		X
Achieved or is working towards postgraduate qualifications, or demonstrates an interest in developing their personal professional learning.		X
Leadership training (1-year course).		X

Experience	Essential	Desirable
Teaching the National Curriculum in EYFS/Primary (at least 4 years).	X	
Teaching in more than one school.	X	
Experience of leading a subject, year group, key stage, or school initiative.	X	
Demonstrated ability to engage with, analyse, and use data to improve outcomes for students.	X	
Demonstrated ability to build strong relationships with parent groups and the wider community.	X	
Experience line-managing a team.		X
Conducting lesson observations and feedback sessions.		X
Conducting performance development (management) for staff.		X
Prior experience of action research and improvement planning.		X

PERSONAL AND PROFESSIONAL SKILLS

Essential

A person who is able to:

- Demonstrate an absolute commitment to students and their learning and development.
- Demonstrate good oral and written communication skills and be a good communicator who is accessible to students, colleagues, parents and prospective parents.
- Communicate clearly, respectfully and effectively with all those involved in the life of the school.
- Support the aims and ethos of the school at all times.
- Demonstrate an ability to remain calm, flexible, and solutions-oriented in the face of uncertainty, change and urgency.
- Demonstrate outstanding practice as a classroom practitioner, meeting deadlines consistently.
- Prioritise, organise and manage their time effectively.
- Use the School Improvement Plan to guide priorities for improvement.
- Lead and participate in after-school events and activities willingly and proactively.
- Use a creative approach to curriculum and co-curriculum matters.
- Be approachable, have a sense of humour and lead by example.
- Demonstrate integrity.
- Be sympathetic to different cultures, religions, and the varying cultural expectations this can bring, as well as being at ease with life in a country outside of the UK.
- Identify and manage any conflicts of interest that arise out of personal relationships.

KNOWLEDGE AND UNDERSTANDING

Current national education initiatives for the year group and key stage.	X	
Developing the whole child through an enriched curriculum in school and co-curricular activities.	X	
Technology as an effective tool to enhance teaching and learning.	X	
How to support SEN/EAL/MAT children within the specified age range.	X	
Excellent knowledge of the curriculum and assessment tools used by the school, particularly the expectations for adjacent year groups.	X	
The application of classroom observations and pupil conferencing to raise standards in teaching and learning.		X

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Early Years Foundation Stage / Primary / Secondary

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