



Job Description

Position Title: Early Years Team Manager

Reports to: Head of Nursery

Responsible for: Early Years Educators and Foundation Practitioners

1. Job Purpose

To lead and inspire a team of Early Years professionals to deliver exceptional care, education, and play experiences. You are responsible for monitoring, maintaining, and managing key functions and areas of practice within the nursery, championing high standards, fostering a culture of continuous improvement, and modelling expertise in early years pedagogy. You play a vital role in developing and evaluating team practice, supporting professional growth, and ensuring the nursery reflects Imago's values and vision.

2. Main Responsibilities

- Lead and manage a team of Early Years Educators and Foundation Practitioners, providing guidance, support, and supervision.
- Monitor, maintain, and manage operational functions including safeguarding, health and safety, learning environments, and daily routines.
- Develop and evaluate team practice through coaching, mentoring, and reflective supervision.
- Lead a specific area of responsibility or specialism, ensuring high-quality delivery and continuous improvement.
- Support the development and delivery of a high-quality curriculum across the nursery. Monitor planning, implementation, and learning outcomes to ensure alignment with the EYFS framework and the nursery's pedagogical vision. Work collaboratively with the Early Years Teacher to evaluate curriculum impact and contribute to continuous improvement.
- Model expert knowledge of early years pedagogy and use this to inform planning, assessment, and curriculum development.
- Ensure consistent implementation of the EYFS framework and statutory requirements.
- Build strong relationships with children, families, and colleagues, promoting a culture of kindness, respect, and inclusion.
- Contribute to recruitment, induction, and performance reviews within the team.
- Champion professional development and create opportunities for staff to grow and thrive.



- Use your professional judgement to shape learning experiences, influence positive change, and support others to do the same. You are trusted to lead and contribute meaningfully to the nursery's vision.
- Collaborate with the Head of Nursery to implement strategic goals and uphold Imago's mission and values.
- Carry out other responsibilities appropriate to the role as required.

3. Imago Values in Action

Kind

Model kindness consistently by supporting children's emotional wellbeing, mentoring colleagues with compassion, and fostering a culture of respect and empathy across the nursery. As a leader, create safe spaces for open dialogue and emotional growth.

Caring

Take meaningful, proactive steps to support children, colleagues, and the nursery environment. Caring as a manager means noticing what's needed and acting—whether it's adapting learning for individual needs, supporting a team member through challenges, or leading improvements in practice.

Ethical

Make principled decisions that priorities children's rights, safety, and dignity. Uphold confidentiality, fairness, and professional standards in all aspects of your leadership. Be a role model for ethical practice and guide others in navigating complex situations with integrity.

Sustainable

Lead by example in promoting sustainable practices, encouraging children to care for their world and contributing to a nursery that is fit for the future in its learning, environment, and culture. Support your team in embedding sustainability into everyday routines and long-term planning.

Accountable

Take ownership of your decisions and actions. Lead your area of responsibility with integrity, ensuring clarity, consistency, and follow-through. Actively engage in your own professional development, mentor others, and contribute to team goals with transparency and purpose.

Ambitious

Set high expectations for yourself and your team. Bring forward-thinking ideas and



energy to your role, helping the nursery grow and evolve through innovation and excellence. Inspire others to strive for quality and embrace change with confidence.

I confirm that I have read and agreed this job description which explains the main duties of my role.

Signed: _____

Print name: _____

Date: _____



Person Specification: Team Manager (Early Years)

Criteria	Essential	Desirable	Assessment Method
Experience & Training	Significant experience in early years education, including leading teams and managing nursery operations.	Experience in strategic planning and service development.	Application, Interview
Pedagogical Expertise	Deep understanding of early years pedagogy and ability to apply it in practice.	Experience in mentoring others in pedagogical approaches.	Application, Interview
Leadership & Management	Proven ability to monitor, maintain, and manage team performance and nursery functions.	Experience in evaluating and improving practice across a team.	Application, Interview
Skills & Abilities	Strong leadership, communication, and decision-making skills.	Ability to lead a specialism or area of practice.	Application, Interview
Knowledge	Comprehensive knowledge of EYFS, safeguarding, and inclusion.	Understanding of current research and trends in early years education.	Application, Interview
Qualifications	Level 3 qualification in Early Years or equivalent, plus leadership/management training.	Degree in Early Childhood Studies or relevant field.	Application
Personal Qualities	Kind and caring individual who models Imago values with integrity and professionalism.	Demonstrates ambition and empowerment in driving nursery strategy forward.	Interview