

**JOB TITLE:** Team Leader

**REPORTS TO:** CEO

**LOCATIONS:**

**Summary:** A Team Leader to lead and develop the Stramash outdoor nursery team at Stramash Tornagrain. For each appointed post-holder, to work in close partnership with their fellow TL at the adjacent Stramash setting.

### **Principal Responsibilities**

To lead and manage the nursery and its team in a largely outdoor setting, and in line with the vision, mission and values set out on our website – [www.stramash.org.uk](http://www.stramash.org.uk).

To manage the team on a day to day basis, with all that is involved in the management of individuals and a team, ensuring that very high standards and quality are maintained at all times and that all procedures, policies and processes are being implemented and followed.

To promote a high-quality ELC environment for every child, and to ensure parents and all major stakeholders are well engaged throughout.

To ensure that all records and reporting are regularly kept up to date and are of high quality, including, but not limited to, daily records, children's portfolios, improvement plans and self evaluations.

To implement and monitor the self-assessment and review processes.

To take responsibility for the effective business management of the nursery, ensuring record-keeping is timely, well-organised and accurate.

To work with the CEO and Finance Manager on producing and using monthly management accounts covering the nursery's operational and financial performance.

To promote and embed a culture of continuous improvement within the team and ensure the nursery's continued readiness for successful future inspections from the Care Inspectorate and/or Education Scotland.

To contribute to the training and support of the team's Modern Apprentice and (if appropriate) to undertake some assessments and independent verification.

To prioritise your team's CPD as well as your own.

To participate in Stramash's Leaders Team which meets each month, and to contribute to Stramash's strategic priorities and wider corporate life.

## **In common with all Stramash employees:**

Last updated: May 2020

1. To further the aims and objectives of Stramash.
2. To undertake personal development through active participation in annual work reviews, supervision and identified training (internal or external) as required.
3. To take part in other Stramash activities where appropriate.
4. To demonstrate commitment to the Stramash ethos, vision, values and work practices.

The above list is intended to give an indication of the range of duties for the role. Other tasks and responsibilities appropriate to the remit will be expected as required.

### **Key Relationships:**

#### **Internal**

Leadership Team, CEO, Practitioners, Apprentices,  
Administrator

#### **External**

Service users and their families,  
childcare  
professionals