



## Job Description

### Nursery Teacher

**Reporting to:** Headteacher

**Grade/Salary:** M1-M6

**Hours of work:** 32.5 hours

**Location:** St James Academy, Great Charles Street, Brownhills, WS8 6AE

---

St James Academy a 'Good' school, with three areas identified as 'Outstanding' (Early Years, Personal Development & Behaviour and Attitudes). We are proud to be a member of The Lighthouse Multi Academy Trust, a trust that is now 9 schools and growing.

We are looking for a passionate and dedicated nursery teacher to join our talented team for maternity cover.

#### Core Purpose:

To carry out the duties of the role in accordance with the Teacher's Pay and Conditions Document and other relevant statutory provisions.

To carry out professional duties and to have responsibility for an assigned class.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

#### Key Responsibilities:

- Plan and deliver engaging and creative lessons
- Foster a safe, inclusive, and stimulating classroom environment
- Assess and monitor pupil progress
- Work collaboratively with colleagues, parents, and carers to support pupils development
- Participate in professional development opportunities to enhance your teaching practice.



### **We are looking for a candidate who:**

- Holds Qualified Teacher Status/Approved EYFS Qualification
- Demonstrates a genuine passion for teaching and a commitment to inspiring children.
- Has strong communication and interpersonal skills.
- Is eager to embrace new challenges and grow professionally.
- Shares our commitment to safeguarding and promoting the welfare of children.

### **Main activities**

#### **Teaching and learning:**

- To plan, develop and deliver high quality lessons that cater for the needs of the whole ability range within their class within the context of the school's plans, curriculum and schemes of work
- Promote the safety and well-being of pupils
- Establish a safe and stimulating working environment for pupils, rooted in mutual respect
- Take responsibility for promoting good and courteous behaviour both in classrooms and around the school in accordance with the school's behaviour policy
- Maintain good order and discipline among pupils through managing classes effectively, using approaches which are appropriate to pupils' needs
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies using praise, sanctions and rewards fairly and consistently
- Direct and supervise support staff assigned to them and where appropriate, other teachers
- Have a clear understanding of the needs of all pupils including those with special educational needs, those of high ability, those with English as an additional language, those with disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

#### **Monitoring, Assessment, Recording, Reporting:**

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning
- Participate in arrangements for preparing pupils for qualifications and external examinations
- Use relevant data to monitor progress, set targets and plan subsequent lessons
- Give pupils regular feedback both verbally and through accurate marking and encourage pupils to respond to the feedback.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set

#### **Other Tasks:**

- To attend meetings as required, which at times may involve travel to Academy sites within the trust.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust.



St James Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

Further information and application packs are available from email: [recruitment@stjames.lhmat.com](mailto:recruitment@stjames.lhmat.com)  
We encourage you to visit our wonderful school. Please contact the school office to arrange a suitable date. The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.