

Job Description: Nursery Teacher

Highters Heath Nursery School is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.

Job Purpose

To provide an effective education to pupils within the framework provided by the Headteacher, the Governing Body, DfE and the Local Authority, paying full regard to all statutory requirements.

- To fulfil the Conditions of Employment for Teachers as defined in the current School Teachers Pay and Conditions Document.
- To fulfil the requirements of the Teachers Standards.

Professional Duties

To be responsible (or share the responsibility) for the management, organisation and day to day running of the teaching and learning environment.

To take a lead role in planning and implementing the Early Years Foundation Stage/child centred curriculum with responsibility for planning, preparation, recording, assessment and reporting to ensure pupil attainment and progress.

To lead a team of staff, working alongside them and providing support, guidance and supervision.

To work in liaison with colleagues and external agencies to provide individualised support.

To positively promote the vision and values of Highters Heath Nursery School.

To ensure safeguarding remains a priority at all times, having due regard to all safeguarding policies and procedures in line with the school and the local safeguarding board.

To ensure health and safety requirements are met at all times.

Duties and Responsibilities

1. Teaching

- Contribute to the short, medium- and long-term planning to ensure inspiring and challenging learning experiences that have a positive impact for all children.
- Plan and prepare the environment for daily learning opportunities and experiences that stimulates creativity, curiosity, investigation, reasoning and problem-solving.
- Establish a safe and stimulating environment for children rooted in mutual respect.
- Create a stimulating learning environment that reflects a child centred approach and documents the processes involved in children's learning.
- Teach an ambitious curriculum to respond to children's individual needs.
- Assessing, recording, monitoring and reporting on the development, progress and attainment of children.
- Promote a love of learning and children's intellectual curiosity.
- Promote high standards of progress and well-being of all children.
- Set high expectations for yourself, the staff and children.
- Demonstrate good subject and curriculum knowledge.

2. Other activities

- Establish positive, trusting relationships with children's parents/carers through effective collaboration and communication.
- Communicate and co-operate with other colleagues, agencies and school partners to support the children's development and learning.
- Share and encourage reflective practice to ensure on-going effective teaching and learning and implementation of policy into practice.
- Ensure the safety and welfare of the children and understand their role in relation to child protection.
- Participate in meetings and make records and reports as required, to fulfil the purposes of the role.
- Promote our commitment to being a Rights Respecting School and an eco-school.

3. Assessment and reports

- Be accountable for pupils' attainment, progress and outcomes.
- Take responsibility for the assessment of children in line with the school's policies and procedures, including supporting teaching assistants and other staff in the process.
- Provide or contribute to oral and written assessments and reports relating to individual children and groups of children.

4. Appraisal/Performance Management

- Participate in arrangements made for the appraisal of your performance and that of your colleagues, according to the School's Performance Management Policy and in line with local and national requirements.

5. Review, induction, further training and development

- Take responsibility for improving teaching and learning through appropriate professional development, responding to advice and feedback from colleagues.
- Participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in performance objectives.

6. Educational Methods

- Advising and cooperating with the Headteacher and other staff on the preparation and development of teaching and learning projects, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

7. Behaviour, health and safety

- Maintaining good behaviour among the children and safeguarding their health and safety both when they are authorised to be on the nursery premises and when they are engaged in authorised nursery activities elsewhere.

8. Staff meetings

- Participating in meetings at the nursery which relate to the curriculum for the nursery or the administration or organisation of the nursery, including pastoral arrangements.

9. Management

- Co-ordinating or managing the work of other staff; and
- Participating in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

10. Administration

- Participate in administrative and organisational tasks related to the duties described above, including the management or supervision of support staff
- Register the attendance of children and supervise children, whether these duties are to be performed before, during or after nursery sessions

11. In addition

- Make a positive contribution to the wider life and ethos of the school
- Undertake any other duties that may be required under the current DfE “School Teachers’ Pay and Conditions Document”
- Undertake other duties that may reasonably be assigned to you by the Head Teacher

Working Time:

- available for work on 195 days (pro rata) of which 190 days are for teaching or for carrying out other duties
- available to perform duties specified by the Head Teacher for 1265 hours (pro rata) in a school year
- available to work additional unspecified hours as may be needed to effectively carry out your professional duties, for example in order to: to assess, record and report on the development, progress and attainment of children; plan and prepare teaching sessions, materials and programmes of work

Planning and Preparation Time:

- As part of the 1265 hours (pro rata), to have reasonable ‘PPA’ time. PPA time to be not less than 10% of your timetabled teaching time

Line Management – Responsibility to and for

- To carry out professional duties of a teacher under the reasonable direction of the headteacher of the school and to report for the purposes of day to day management to the headteacher.
- Responsible for the management, direction and supervision as appropriate of designated employees (for example, Teaching Assistants and Nursery Officers).
- Responsible for other people as specified by the headteacher (for example, students, visitors, parents, volunteers).

Observance of the City Council’s Equal Opportunities Policy will be required
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