

**BLOOMSBURY NURSERY SCHOOL  
JOB DESCRIPTION: TEACHER**

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

<b>Job Title: NURSERY TEACHER</b>
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<b>Pay Scale: MPS/UPS</b>
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**1. JOB PURPOSE**

- To undertake the duties and responsibilities of a classroom teacher as required by the Head Teacher
- To plan and monitor the successful delivery of a rich and engaging curriculum
- To ensure the progress of each child
- To promote the well-being of each child
- To promote the values of Bloomsbury Nursery School:
  - **Respect** - Respecting children's rights, treating each other with dignity and valuing each person's individual identity
  - **Security** - Creating an environment where children feel safe, both emotionally and physically, building their resilience through secure attachments
  - **Relationships** - Encouraging kindness and developing relationships where children and families are listened to and feel valued
  - **Inclusion** - Creating an enabling environment where children and families feel a sense of belonging and ensuring equality of opportunity for everyone
  - **Learning** - Reflecting on our practice together, co-constructing learning with children and extending their learning by providing experiences that provoke curiosity and exploration

**2. CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and Statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teacher's conditions of employment.

**3. DUTIES AND RESPONSIBILITIES**

- To implement all school policies with particular reference to curriculum areas, behaviour & relationships, SEND, child Protection, and Health and Safety
- To undertake any professional duties which may reasonably be delegated by the Head Teacher.
- To carry out your professional duties according to the current School Teachers Pay and Conditions Document
- To adhere to the Standards for Teachers
- To ensure that all work is consistent with Birmingham's Equal Opportunities Policy
- To lead by example in areas related to professional duties and conduct
- To undertake the duties and responsibilities of a classroom teacher as required by the Head Teacher, taking responsibility for all children in your care
- To act as a Key Person for a group of children
- To set an example of excellent early years practice for Early Years Educators, and other members of staff, guiding, advising, supporting and directing Teaching Assistants when necessary.
- To lead planning and preparing stimulating learning opportunities for children and to ensure the successful delivery of the curriculum
- To ensure that every child is appropriately challenged and makes good or outstanding progress whatever their starting points

- To create and maintain of a rich and engaging learning environment that is organised to promote independent learning
- To lead on the provision of a stimulating and engaging outdoor learning environment
- To observe, assess, record and report on the development, progress and attainment achieved by children
- To support Educator's to ensure purposeful observations and accurate assessments,
- To ensure that assessment information is used to plan learning for individuals or groups of children, to ensure progress for every child, raise standards and contribute to school improvement
- To reflect on and review methods of teaching in order to contribute to a cycle of continuous improvement
- To develop and enhance the teaching practice of Educator's through observations and monitoring
- To disseminate information to other members of staff and contribute to their professional development as appropriate
- Promote positive working partnerships with parents/carers and other professionals.
- Take all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Ensure that the register is marked punctually and kept up to date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the head of the school.
- Contribute to the development of individual Early Support Plans where appropriate.
- Deal with returns and other requests for information about children as required.
- Contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- Contributing and assisting as required to keep up to date the pupil records for each pupil in the school.
- Participating in the Performance Management process adopted by the School

#### **4. LINE MANAGEMENT RESPONSIBILITY TO AND FOR:**

- Line management responsibility to Head Teacher
- The Teacher will work within the school's ethos and will make her/his own significant contribution to the school's development.
- Required by the School Teacher's Pay and Conditions Document to carry out professional duties of a teacher under the reasonable direction of the Head Teacher of the school and to report for the purposes of day to day management to the Head Teacher.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Head Teacher.

#### **5. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Teacher or relevant authority but only after full consultation with the post holder. It will only be signed if agreement is reached.

#### **6. COMPLAINTS**

If, following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

