

#### The Lea Nursery School

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Head Teacher: Miss Nikki Elsmore-Cary

Chair of Governors: David MacIsaac

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| **Post title** | Nursery Teacher |
| **Salary and grade:** | Main pay scale range 1-6 line with the current *School Teachers’ Pay and Conditions Document* |
| **Line manager/s:** | The Headteacher and Assistant Head  |
| **Supervisory responsibility:** | The postholder may be responsible for the deployment and supervision of the work of Early Years Practitioners and Teaching Assistants relevant to their responsibilities |

# **Main purpose of the job:**

* To teach children aged 2-5 years of age within the framework of the Early Years Foundation Stage Curriculum
* Be responsible for the learning and achievement of all children in the Nursery ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2016)*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

# **Duties and responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the Teacher Standards (2016). Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## **Teaching**

* Deliver the curriculum as relevant to the age and ability group that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of children you teach
* Be aware of childrens’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
* Demonstrate a clear understanding of appropriate teaching strategies in accordance with ‘letters and sounds’
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for children of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure children’s’ progress
* Give children regular feedback and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to enjoy their learning
* Use relevant data to monitor progress, set targets, and plan subsequent activities

## **Behaviour and Safety**

* Establish a safe, purposeful and stimulating environment for children, rooted in mutual respect and establish a framework for appropriate behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to children’s’ needs in order to inspire, motivate and challenge children
* Maintain good relationships with children, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of children
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## **Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

## **Fulfil wider professional responsibilities**

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school

### **Administration**

* Register the attendance of and supervise learners, before, during or out of school on trips and visits as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document*

#### Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on children’s’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the headteacher

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.