



QUINTON HALL

Preparatory School & Nursery

NURSERY TEACHER/LEADER - JOB DESCRIPTION

Salary: QHS Pay scale

Main purpose of the job

- Ensure high standard of provision for pupils within the Nursery
- Lead, manage and develop the Early Years Foundation curriculum area
- Providing an example of excellence as a leading classroom practitioner and inspiring and motivating other staff
- To actively participate in whole school self-evaluation and school improvement planning
- Be responsible for the learning and achievement of all pupils in the classes ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils 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
- Promote and safeguard the welfare of children and young people within the school.
- Contribute the EYFS section of the schools website.

Supervisory responsibility

To line manage and mentor nursery staff.

Main 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. Teachers should also have due regard to Teachers Standards. Performance will be assessed against the teacher standards and objectives set as part of the performance management process as relevant to their role in the school.

Management Duties

- Attend regular meetings focusing on school improvement with the EYFS team.
- Liaise with the Headteacher and colleagues to contribute, implement and evaluate the success of the School Development Plan
- To be an effective role model and mentor for the team in terms of planning, teaching, assessment for learning and classroom management
- Support the monitoring and reviewing of the curriculum provision within EYFS in terms of:
 - Breadth and balance, ensuring that the school's curriculum map and policies are being followed;
 - Record the children's learning in the form of a digital learning journey which is shared with parents;
 - Ensuring implementation of all policies;
 - Quality of learning and teaching with responsibility for improved pupil outcomes;
 - Analyse and interpret school, local and national data, reviewing pupil progress and to use the information to set challenging curriculum targets and their own targets as well as reducing the gap between vulnerable groups
- To ensure policies are translated into practice by the team and where necessary lead on revising policies in line with local and government guidelines
- Together with the SENCo, monitor the impact of intervention strategies in addressing under achievement
- To act as a mentor and coach for staff within the Nursery
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues within the relevant area of responsibility
- Support the transition of pupils to Reception
- To be proactive in communicating with parents, carers and the local community
- Leading curriculum and parent evenings

Curriculum Responsibility

- Have a general responsibility for the development of a whole school approach within EYFS

Manage resources

- Identify resources needed to meet the needs of pupils and advise the Headmaster of priorities for expenditure
- Monitor and control the use of these resources.
- Be responsible for the organisation of assessment tasks within Nursery

Staff development

- In partnership with the Head of EYFS, act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within Nursery
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' 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

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 in the absence of the Head of EYFS.

Signatures – Headmaster and job holder

Signed..... Dated:.....
Headmaster

Signed..... Dated:.....
Postholder

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. The duties of this post may change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.