Fawood Children’s Centre

Curzon Crescent Children’s Centre

Curzon Crescent

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35 Fawood Avenue

Stonebridge

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| **Job Description** |
| **POST TITLE:**  **Nursery Teacher MPS/UPS** |
| **1. PURPOSE OF JOB**   * To provide rich and stimulating age appropriate teaching which ensures that all children reach the highest possible standards across all aspects of the curriculum * To deliver the EYFS as relevant to the age and ability of individuals/groups, in recognition of the Centre’s wider policies * To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies * To be responsible for promoting and safeguarding the welfare of children and young people within the Centre  1. **DIRECTLY RESPONSIBLE TO**   *Deputy Head*   1. **SERVICE RELATIONSHIPS**   *The post-holder will liaise with all members of the centre staff.*   1. **MAIN DUTIES AND RESPONSIBILITIES**   All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document. At this school the following areas have been highlighted as being of particular importance.  **Teaching**   * Plan for progression across the age and ability range you teach, designing effective play opportunities in accordance with the needs of individual learners * Teach challenging, well organised group sessions, using an appropriate range of teaching strategies which meet individual learners’ needs * Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment * To ensure that the needs of children with SEND are fully met through a range of innovative and age appropriate teaching styles * Be a positive role model in terms of behaviour, work and attitude to children and non-teaching staff alike * Set high standards of work and behaviour across the Centre * Provide timely, accurate and constructive feedback on learners’ attainment, progress and areas for development via next steps * Advise and work collaboratively with other non-teaching key people on the preparation and development of teaching materials, planned interventions, teaching strategies and assessment and pastoral arrangements as appropriate   **Communication and Partnerships**   * Work as a team member and identify opportunities for working with colleagues and sharing the characteristics of effective practice with them * Communicate and consult with the parents/carers, valuing their contributions to their children’s learning, plan home visits, organise family conferences and write annual reports * Communicate and co-operate with all service providers, making clear referrals to Speech & Language Therapy, the Family Services Team and other professionals where relevant * Be fully conversant with the Centre’s procedures and policies   **Professional Development**   * Regularly review the effectiveness of your teaching and assessment procedures and its impact on children’s’ progress, attainment and well-being, refining your approaches where necessary * Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the Centre or as developed as an outcome of your performance management * Participate in any relevant meetings/professional development opportunities at the Centre which relate to learners, the provision or the organisation of the Centre   **Health and well-being**   * Establish a stimulating, purposeful and safe learning environment for learners * Manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for play, in line with the Centre’s behaviour policy * Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-control and independence of all learners * Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person * Be responsible for promoting and safeguarding the welfare of children and young people within the Centre   **Management**   * Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil * Ensure that students and volunteers who are working with you are able to effectively support the play and well-being of all children   **Administration**   * Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers’ Pay and Conditions* document * Register the attendance of and supervise learners, before, during or after school sessions as appropriate   **Exercise of Particular duties**   * You shall perform any reasonable duties as requested by the Deputy Head/Executive Headteacher |