**All Teachers Main Responsibilities**

1. To ensure a high standard of physical, emotional, social and intellectual care for children placed in the nursery.
2. To give support to other personnel within the nursery.
3. To plan and implement the daily routine.

**Main Duties**

1. Formulate and operate a programme of activities suitable and differentiated for the range of children attending the nursery, in conjunction with the Managers.
2. To develop friendly and positive attitudes to the children, building relationships with and managing their behaviour as set out by nursery policy.
3. Work alongside parents of special needs children to achieve full integration within the nursery.
4. Foresee the needs of special needs children and give physical, emotional and intellectual guidance as appropriate.
5. Support all staff and engage in a good staff team.
6. Liaise with and support parents/carers and other family members.
7. Liaise with the local Authority and other professionals associated with the nursery.
8. Attend staff meetings in or outside working hours.
9. Organisation of parents evening in the spring term, to discuss child’s learning and development.
10. Complete reports at the end of the summer term by the set date.
11. Each child in your group must have an Observation Book, consisting of photographs, evidence of work and observations. This must be presentable and be available for parents to see during each term. These books must be kept up to date and implemented into the weekly planning. They must be completed by dates set by the Managers.
12. Each child must have individual targets set each term which should be reviewed by the end of term. They must be completed by dates set by the Managers.
13. Undertake certain domestic jobs within the nursery e.g. preparation of snacks, cleansing equipment and other general jobs enabling a clean and germ free environment.
14. Participate in a staff training programme.
15. Attend any Parent’s Drinks parties in or outside working hours.
16. Work alongside the Managers to ensure all of the above are fulfilled.