**JOB DESCRIPTION**

**Nursery Teacher**

**Directly responsible to:**

**Nursery Head and Head of School**

**SUMMARY OF THE POST**

The Nursery Teacher will be working as a Key Worker responsible for the daily needs aged between 2 and 5 years within the Nursery School setting. Responsibilities include planning and presenting lessons and activities in accordance with the E.Y.F.S. The successful candidate will oversee a group of Key Children and maintain records and keep up to date observations. They will work closely within their team overseeing the smooth and efficient running of a class of up to 22 children with assistants. They will also work closely within the wider nursery team. They will be required to liaise regularly with parents and promote and contribute to our ‘Parent Teacher Partnership’.

**HOURS OF WORK**

* + - * Official working hours are 8.00am to 5.00pm unless there is a morning duty, staff meeting or after school function.

**MAIN DUTIES**

* Facilitate learning by planning and teaching according to the areas set out in the E.Y.F.S
* Organise the classroom and resources as appropriate to ensure the smooth running of the group and their learning experiences.
* Have a clear understanding of what constitutes quality care and education and to have a thorough knowledge of child development and the E.Y.F.S.
* Encourage child initiated tasks and provide differentiated work.
* To demonstrate a thorough knowledge of safeguarding children.
* To understand what constitutes good health & safety practices.
* To ensure that best practice is employed within Early Years teaching.
* To show personal and professional integrity and confidentiality.
* To provide a warm, caring and stimulating environment for the children.
* To provide an environment free from sexual and racial stereotyping.
* To build strong links with parents.
* To keep written records on key children and liaise with parents as required.
* To write positive reports on child’s progress in line with school report writing policy.
* To work effectively within a team giving support to colleagues.
* To attend and contribute to Staff Meetings, training sessions and Inset Days.
* To have a high regard for the culture of the school and Alpha Plus Group.

**OTHER DUTIES**

* To undertake certain domestic jobs relating to the care and well-being of the children within nursery.
* To be willing to develop and initiate new initiatives that will enhance the learning environment and presentation of the EYFS.
* Preparation, maintenance and tidying up of all equipment/ areas within the school inclusive of outdoor areas.
* To attend events specifically related to the Nursery or School, as defined by the Head of Nursery or the Head, outside of allocated school hours such as Parents Evenings, EYFS evenings, training etc.

**EQUALITY POLICIES**

* To ensure that attitude, subject matter and learning resources reflect Chepstow House’s policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the duties listed in the above.

**SAFE GUARDING and PREVENT DUTY POLICIES**

* Have an enhanced DBS and prohibition order clearance
* Be aware of and follow the safeguarding, Prevent Duty, anti-bullying and behaviour and discipline policies of the school.
* Partake in training on safeguarding, prevent duty and personal welfare.

**BRITISH VALUES**

* Promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

**STAFF DRESS CODE**

* Male staff should always wear a tie.
* Female staff can wear smart tailored trousers or skirts. No denim or sports clothing can be worn, except on special occasions.

**REVIEW**

* The task and duties above are required for all Nursery Staff; these may be reviewed at least once a year, usually in the Summer Term, in conjunction with the annual review policy.

**PAY SCALES**

* According to the Little Chepstow Nursery Staff Pay and conditions

**STAFF DRESS CODE**

* Male staff should always wear a tie.
* Female staff can wear smart tailored trousers or skirts. No denim or sports clothing can be worn, except on special occasions or if a sports lesson is being taught.