

**JOB DESCRIPTION**

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| **TITLE** | Class Teacher (Nursery) | |
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| **BASIC FUNCTION** | The Class Teacher has a full-time teaching commitment. | |
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| **ACCOUNTABILITY** | The Class Teacher is directly accountable to the Head of Nursery for the day-to-day administration of his/her class and, through him/her, to the Deputy Head (Early Education). | |
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| **AUTHORITY** | The Class Teacher has authority as delegated by the Head of Nursery and the Deputy Head (Early Education). | |
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| **RELATIONSHIPS** | The Class Teacher works closely with the Nursery Nurses, Nursery Teacher Assistant, with parents of his/her class, with specialist teachers and with the other Nursery staff. | |
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| **KEY TASKS** | (a) | **Teaching** |
|  |  | The Class Teacher has a full-time teaching commitment. He/she will familiarise himself/herself with, and adhere to, school policies. |
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|  | (b) | **Curriculum and Assessment** |
|  |  | The Class Teacher will track children’s progress and complete individual learning plans and relevant trackers for each child and, with colleagues, will continue to develop the curriculum. |
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|  | (c) | **Pastoral Care** |
|  |  | The Class Teacher is responsible for the pastoral care of the children in her class, along with the Head of Nursery and the Assistant Head (Early Education). |
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|  | (d) | **Management of Staff** |
|  |  | The Class Teacher is responsible for leading the room team on a daily basis with the support of the Head of Nursery. |
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|  | (e) | **Administration** |
|  |  | The Class Teacher is responsible for the effective administration of his/her class, including the distribution of letters to parents and the completion of all necessary record keeping. |
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|  | (f) | **Reporting** |
|  |  | The Class Teacher is responsible for reporting to parents about each child’s progress, both verbally and in written form. |
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|  | (g) | **Extra-Curricular Activities/Responsibilities** |
|  |  | The Class Teacher is expected to play an active part in the extra-curricular life of the school. Details of exact commitments are set out in his/her letter of appointment. |
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|  | (h) | **Other Tasks** |
|  |  | The Class Teacher will undertake any other tasks, as directed by the Head of Nursery or other members of management within the Junior School, which may be reasonably put to him/her in support of the Junior School’s function. |
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| **STAFF DEVELOPMENT AND PRD (Appraisal)** | The Class Teacher is expected to take advantage of the opportunities provided for CPD.  The Class Teacher is the Line Manager for the Nursery Nurses and Nursery Teacher Assistant in her Nursery room.  The Class Teacher will be professionally reviewed by the Deputy Head (Early Education), and post-PRD checked by the Assistant Head (Early Education), in accordance with school policy. | |