

## **Pound Park Nursery School and Pound Park Nursery School at Cardwell**

### **JOB DESCRIPTION**

#### **DESIGNATION OF POST: Early Years Class Teacher**

**RESPONSIBLE TO: Headteacher**

#### **Purpose of the job**

1. To enable young children to make good progress in their learning by building upon the skills they have when they join the school in nursery or reception class
2. To assist all pupils to develop emotional security, self-belief and mature social skills
3. To assist all children to develop a love of learning and an excitement about coming to school each day.

All Class Teachers are accountable through the performance management process for the progress that the pupils they teach make during an academic year.

*\* Please note that this job description is flexible and may be amended to reflect additional expectations should a suitable candidate wish to take on some leadership responsibility.*

#### **Responsibilities**

##### **A) Planning learning**

1. Plan rich and stimulating learning activities that achieve good progression in pupils' understanding by:
  - identifying clear learning objectives and learning content, appropriate to the children's interests and the pupils being taught
  - setting exciting and intriguing tasks for whole class learning, small group learning and self initiated, exploratory learning.
  - setting clear targets for pupils' learning that build on prior attainment
  - identifying pupils who:
    - have special educational needs
    - are more able
    - are not yet fluent in English
2. Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding. Establish and maintain a purposeful learning atmosphere.
3. Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils' attention and lead to independent exploration.
4. Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning.
5. Plan opportunities to develop pupils' spiritual, moral, social and cultural development.

##### **B) Teaching and classroom management**

1. Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils' learning time is used efficiently.
2. Manage and develop a key worker system within the classroom by supporting your own key children and supporting your team members with their key children and managing profiles for showing children's progress in line with school expectations for high quality profiles.

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3. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
4. Establish a safe, clean and secure learning environment which promotes pupils' confidence.
5. Use teaching methods which capture pupils' interest and maintain their engagement through:
  - offering rich, captivating learning activities
  - setting the highest expectations for all pupils
  - clearly establishing a purpose for learning, placing it within a context
  - effective questioning that includes open and closed questions, together with the use of probing, supplementary questions
  - providing frequent opportunities for pupils to learn through talk and interaction
  - stimulating intellectual curiosity and communicating enthusiasm for learning
  - matching the teaching approaches used to the subject matter and the age of the pupils being taught
  - modelling good language use to children
  - modelling good social skills to children
  - clear instruction, effective modelling and accurate explanation
  - listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
  - selecting and making good use of ICT and other learning resources which enable learning objectives to be met
  - providing opportunities to develop pupils' wider understanding by relating their learning to 'real life'.
6. Be familiar with the SEN Policy and Code of Practice on the identification and assessment of special educational needs and plan effectively for those children in partnership with the school SENCo and outside agencies.
7. Evaluate your own teaching critically and use this to improve your effectiveness.

### **C) Monitoring, assessment, recording, reporting and accountability**

1. Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
2. Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils' progress.
3. Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
4. Understand the expected demands of pupils in relation to the Development Matters and Early Learning Goals.

### **D) Management and administration**

1. Manage a team of Early Years professionals within their class working to build positive relationships and lead them as appropriate to ensure a successfully run classroom.
2. Provide supervision session for members of the class team

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3. Participate and occasionally lead staff meetings, planning meetings etc
4. Participate in administrative and organisational tasks related to the responsibilities described above.
5. Provide cover for other teachers as appropriate.
6. Contribute to the induction of new teachers.
7. Support students on placement in Early Years Foundation Stage classes.
8. Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
9. Participate in any arrangements made by the school for performance management and continuing professional development.
10. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders.