



## **Nursery Key Teacher**

### **Job Description**

#### **General**

To work as part of a team at Orchard House School ('the School') Nursery  
To provide a safe, secure and stimulating learning environment for the Nursery children

To work within the standards and requirements in the EYFS Curriculum in delivering and planning activities

#### **Qualifications**

- Good numeracy/literacy skills
- NVQ3 for Teaching Assistants or equivalent qualifications or experience
- First aid training, as appropriate

**Summary:** A Key Nursery Teacher at the School is responsible to the Head of Nursery for maintaining the highest standards of teaching, learning and pastoral care of the Nursery children.

#### **Key Responsibilities**

The Nursery Key Teacher is expected to work with, and support, the Head of Nursery in the following areas:

##### **1. Day-to-Day Running of the Nursery:**

- Create a safe and stimulating environment to promote learning
- To plan and deliver a programme of interesting and challenging activities that engage and motivate children
- Act as a key person to a group of children and ensure their needs are reflected in the planning of routines and activities
- Support the Head of Nursery/Deputy in delivering the curriculum, supporting children as necessary in small groups, 1:1 or in class settings.
- Keep up to date with developments in Early Years practice
- Liaise with outside agencies/professionals when necessary
- Assist in the daily management of the setting, including ensuring that the school is kept safe, secure and clean at all times
- Give support to all other staff within the school as necessary, for example, with displays and preparation of resources

## 2. **Pupil Progress and Behaviour:**

- Manage efficient systems to monitor and track pupil progress
- Be aware of children's special educational needs and disabilities (SEND)
- Responsible for keeping and updating records as agreed with the Room Leader or teacher, contributing to the review of systems/records as requested

## 3. **Development Plan**

Work closely with the Head of EYFS/Head of Nursery/Deputy Head of Nursery and other Key Teachers to assist with an annual development plan, setting ambitious targets for the Nursery that fits with and supports the School's aims and objectives of developing each child's potential in a secure and caring atmosphere

## 4. **Pastoral Provision**

- Meet each child's individual physical, social, emotional, intellectual and developmental needs
- Maintain the outstanding quality of care throughout the Nursery, through efficient structures, systems and recording methods
- Meet the children's emotional, social and academic needs and encourage them to develop good social and interpersonal skills as they interact with their peers

## 5. **Policies and Statutory Compliance**

- Assist the Head of Nursery so that the Nursery complies with all Health and Safety regulations
- Adhere, with guidance, to the School's Policies and Procedures
- Share in the responsibility for safeguarding and promoting the welfare of all children

## 6. **Parental Communication and Involvement:**

- Ensure that parents are well informed about the curriculum, the attainment and progress of their children
- Meet with parents (alongside the Head/Deputy Head of Nursery) at parents' evenings and other events to discuss pupil progress and Nursery procedures
- Invite parents into the Nursery to join particular activities
- Contribute to written reports to parents each term
- Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings with parents or visiting professionals as directed

## 7. **Other**

- Prepared to help where needed in preparing snacks, cleaning the equipment and dealing with the day-to-day events such as toileting should the need arise
- Respect the confidentiality of information received
- Attend staff meetings and INSET sessions as required by the Head of the School

- Attend school events such as Open Days, Sport Days and other dates as published in the school calendar
- Perform any other tasks or duties which the Head of nursery or Head of Early Years may reasonably assign
- Be prepared to undertake additional training deemed suitable for fulfilling the role

**Key Skills and Experience:**

- Level 3 NVQ or equivalent qualification
- Excellent knowledge of the EYFS curriculum
- Excellent communication skills;
- Ability to work as part of a team
- Ability to use your own judgement to make decisions
- High level of IT literacy
- Excellent organisational skills
- Knowledge of compliance standards for an Early Years setting, including ISI Inspection process
- Knowledge of SEND

**Safeguarding**

Orchard House School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All members of the Nursery staff are responsible for ensuring that the highest standards of Safeguarding are in place throughout the Nursery and that they understand and follow the procedures in the Safeguarding and Child Protection policy.

March 2026