

Role Profile: Nursery Teacher

Full-Time (term-time)

Purpose

Responsible for the day-to-day organisation and smooth running of the Clifton Lodge Nursery, including the line management of a member of the support staff. Contribute to the strategic planning, monitoring, evaluation and development of the EYFS at Clifton Lodge, liaising closely with other members of the EYFS team. Responsible as part of the wider team for high standards of care and education of the children in the EYFS.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Accountabilities

Standards and Quality Assurance

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
- To attend INSET days and staff meetings, parents' evenings and Open Days
- To supervise daily, lunch sessions and other break duties as timetabled
- To take part in the wider life of the school, e.g. concerts, after school clubs, outings
- To plan, monitor and support the work of the Early Years Teaching Assistant in the class
- To participate in arrangements made for Performance Management

Teaching and Learning

- To be responsible for the education, welfare and personal care of pupils, having regard to the aims and objectives of Clifton Lodge Policies
- To ensure the needs of all children are met through suitably differentiated activities and approaches
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare
- To support the Clifton Lodge Head, Senior Leadership Team, staff and other professionals in the preparation of schemes of work, lesson plans and School Policies
- To maintain good order and discipline among pupils and safeguard their health and safety, both on and off the school premises
- To create and maintain a safe, organised, tidy and stimulating class environment

Assessing and Reporting

- To assess, record, track and report on children's progress and attainment in line with School Policy
- To be responsible for maintaining the children's individual profiles
- To be responsible for reporting to parents on the children's progress, as well as communicating and consulting with parents regularly
- Work within the Code of Practice relating to Special Educational Needs

Health & Safety

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff;
2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the and recorded using School's Accident Report/Medical Tracker

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ✓ A thorough understanding of the EYFS and the new framework ✓ Excellent communication skills (oral, written and use of ICT); ✓ Good organisational and administrative skills; ✓ Create a stimulating learning environment ✓ Ability to take the lead in supervising other supporting adults with the classroom. ✓ Ability to work independently or as a member of a team. ✓ Awareness of Health & Safety requirements and a thorough understanding of safeguarding 	
Qualifications	<ul style="list-style-type: none"> ✓ Qualified to at least NVQ6 ✓ Teaching degree with Early Years Specialism or Equivalent 	
Experience	<ul style="list-style-type: none"> ✓ An understanding of the nature of independent education and of the high expectations therein; 	
Other	<ul style="list-style-type: none"> ✓ A commitment to CPD ✓ A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'. ✓ Calmness and efficiency and the ability to work under pressure at certain times; ✓ Positive outlook and sense of humour 	

Key Stakeholders:

Internal – Michael Belsito

External –

Signed: **Name (print):**

Date: