



## **Job Description: Nursery Teacher**

Highters Heath Nursery School is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.

### **Job Purpose**

To provide an effective education to pupils within the framework provided by the Head Teacher, the Governing Body, DfE and the Local Authority, paying full regard to all statutory requirements.

- To fulfil the Conditions of Employment for Teachers as defined in the current School Teachers Pay and Conditions Document.
- To fulfil the requirements of the Teachers Standards.

### **Professional Duties**

To be responsible for the management, organisation and day to day running of the teaching and learning environment.

To provide educational vision and direction which secures outstanding teaching and learning, leading to outstanding outcomes for our children

To plan and implement the Early Years Foundation Stage (Birth to Five Matters & Development Matters) curriculum with responsibility for planning, preparation, recording, assessment and reporting to ensure pupil attainment and progress.

To lead a team of staff, working alongside them and providing support, guidance and supervision.

To work in liaison with colleagues and external agencies to provide individualised support.

To help support the role of the SENCO.

To positively promote the vision and values of Highters Heath Nursery School.

To ensure safeguarding remains a priority at all times, having due regard to all safeguarding policies and procedures in line with the school and the local safeguarding board.

To ensure health and safety requirements are met at all times.

## **Duties and Responsibilities**

### **1. Teaching**

- To plan and implement the short, medium and long-term planning to ensure inspiring and challenging learning experiences that have a positive impact for all children.
- Set high expectations for yourself, the staff and children.
- Demonstrate good subject and curriculum knowledge.
- Promote a love of learning and children's intellectual curiosity.
- Plan and prepare the environment for daily learning opportunities and experiences that stimulates creativity, curiosity, investigation, reasoning and problem-solving.
- Establish a safe and stimulating environment for children rooted in mutual respect.
- Create a stimulating learning environment that reflects a child centred approach and documents the processes involved in children's learning.
- Teach an ambitious curriculum to respond to children's individual needs.
- Promote high standards of progress and well-being of all children.
- Assessing, recording, monitoring and reporting on the development, progress and attainment of children.
- Present a coherent and accurate account of children's progress to a range of audiences including Governors, SLT, Ofsted and TAs.
- Understand trends in data, children at risk of falling behind or those who need to catch up.
- Contribute to the SEF and SIP
- Strengthen partnerships and community working and work with other colleagues in neighbouring schools.

### **2. Other activities**

- Establish positive, trusting relationships with children's parents / carers through effective collaboration and communication. Ensure that parents are well informed about their child's progress.
- Involve parents in workshops and to understand how to support learning.
- Communicate and co-operate with other colleagues, agencies and school partners to support the children's development and learning.
- Share and encourage reflective practice to ensure on-going effective teaching and learning and implementation of policy into practice.
- Ensure the safety and welfare of the children and understand their role in relation to child protection.
- Participate in meetings and make records and reports as required, to fulfil the purposes of the role.

- Promote our commitment to being a Rights Respecting School.

### **3. Assessment and reports**

- Be accountable for all pupils' attainment, progress and outcomes.
- Take responsibility for the assessment of children in line with the school's policies and procedures, including supporting teaching assistants and other staff in the process.
- Provide or contribute to oral and written assessments and reports relating to individual children and groups of children.

### **4. Appraisal/Performance Management**

- Participate in arrangements made for the appraisal of your performance and that of your colleagues, according to the School's Performance Management Policy and in line with local and national requirements.
- To lead on teaching staff training.

### **5. Review, induction, further training and development**

- Take responsibility for improving teaching and learning through appropriate professional development, responding to advice and feedback from colleagues.
- Participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in performance objectives.

### **6. Educational Methods**

- Advising and cooperating with the Head Teacher and other staff on the preparation and development of teaching and learning projects, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **7. Behaviour, health and safety**

- Maintaining good behaviour among the children and safeguarding their health and safety both when they are authorised to be on the nursery premises and when they are engaged in authorised nursery activities elsewhere.

### **8. Staff meetings**

- Leading and participating in meetings at the nursery which relate to the curriculum for the nursery or the administration or organisation of the nursery, including pastoral arrangement.