

Teacher

Start date 1st September 2025

Job Description

Jakeman Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

SCHOOL: Jakeman Nursery School

JOB TITLE: Class Teacher

GRADE: M1-M6/UPS

All persons working in this school/s:

- will have responsibility for promoting and safeguarding the welfare of every child.
- must adhere to the ethos of the school/s by promoting the agreed vision and aims of the school and set an example of personal integrity and professionalism.

Functional Liaison with

Executive Head Teacher, SENCO, Deputy head Teacher, support staff team, administration assistant, external agencies

Line Management

Responsible to the Executive Head Teacher, Deputy Head Teacher and SENCO

Job purpose

To promote the general educational progress and well-being of pupils in the school.

To carry out professional duties of a teacher and to play a major role in the development of the whole school.

To assist the Executive Head Teacher and Deputy Head Teacher in the leadership and management of teaching and learning in the school, to achieve the outcome by government regulations and the school improvement plan adopted by the Governing Body.

Duties and Responsibilities

Work with other staff to prepare plans of work, which meet the requirements of the EYFS Framework.

Complete timetables which detail work to be covered with due regard to the balance of the curriculum.

Provide for the needs of all children through class, group and individual teaching.

Maintain accurate records of attainment and achievements for each child.

Analyse attainment and progress data alongside the Deputy Head Teacher and make adjustments to future teaching accordingly.

Be available for both formal and informal consultations with parents.

Support the professional development of the teaching team.

Foster good relationships with parents/carers, children colleagues and other professionals.

Be responsible for the direction of support staff, students and volunteers within the provision.

Maintain and promote the aims, ethos and philosophy of the school.

Encourage good discipline within the provision and throughout the school in line with the policies and procedures adopted by the school.

Provide and maintain an attractive, well-organised, purposeful, stimulating and child-centred learning environment, both indoors and outdoors.

Participate in the Performance Management programme.

Participate in the arrangements for, and delivery of, in-service training and professional development.

Take part in various rotas which facilitate the efficient running of the school.

Monitor and evaluate the quality of provision around teaching and learning, pupil attainment and pupil progress.

Be at the forefront of subject and curriculum development through attendance at courses, curriculum and pedagogy research and liaison with other practitioners.

Be available for consultation with staff who seek advice, helping to maintain a positive and supportive culture in school.

Be an Assistant Designated Safeguarding Lead and carry out the duties effectively and efficiently.

Maintain health, safety and welfare standards in the school, both in relation to staff and children.

Support the SENCO, and carry out provision as advised by the SENCO and other professionals/services.

Promote parental interest and parental development of knowledge & understanding of various curriculum areas.

Collaborate with link schools in developing curriculum continuity.

Ensure all children are safe.

Resource Management

To take responsibility for some aspects of resource management.

To allocate resources and allocate equipment as and when necessary.

Conditions of Employment

The above responsibilities are in accordance with and in addition to those covered by the latest School Teachers' Pay and Conditions Document in terms of duties and working time also any local agreements and LEA guidance on interpreting teachers' conditions of service. It may be modified by the Executive Head Teacher in consultation with the post holder to reflect or anticipate changes in the job.



Review and Amendment

This job description is normally subject to annual review. It may be amended by the Executive Head Teacher but only after full consultation with the Post Holder. It will be signed if agreement is reached.

Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Supervision

Supervising Officer's Job Title: Executive Head Teacher

Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

Gracelands Nursery School and Jakeman Nursery School are committed to safeguarding and promoting the welfare of children and expect all staff, visiting professionals, parents, carers, students and volunteers to share this commitment.

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder. This job description sets out the duties of the post at the time it was published. The hours and job description may be modified depending on the needs of the school. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Job description is to be signed if agreement is reached.

Postholder Signature:

Date:

Signature:

Date:

(Executive Head Teacher)

Job description issued by Samantha Richards (Executive Head Teacher)

