

## **JOB DESCRIPTION –NURSERY LEAD/TEACHER**

**Responsible to EYFS Lead, Deputy Headteacher and Headteacher**

### **Qualification Requirements**

Either QTS, a relevant early childhood degree or Early Years Level 6 or above qualification.

### **Specific skills**

Trustworthy and honest, organised and efficient, hardworking, team worker, positive attitude, punctual, of good health and committed to providing high quality early years education.

### **1. Duties**

- 1.1 The current School Teachers' Pay and Conditions 2018 document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the class teacher to ensure that his/her professional duties are discharged effectively.
- 1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and Governing Body by the class teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a class teacher.

### **2. Specific Responsibilities – Professional Duties**

#### **Teaching & Learning**

- 2.1 Within the class: to ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DFE documentation (as applicable to the year group).
- 2.2 To assist as required and applicable in the devising and following of subject policies and schemes of work to meet the requirements of the current National Curriculum Orders or the Early Learning Goals in the EYFS.
- 2.3 To plan and deliver subject content, recording pupils' progress in the subjects and making any required assessments to enable all children to have equal access to the curriculum in line with the Equal Opportunities Policy. To undertake responsibility for devising differentiated plans for pupils on the SEN register in collaboration with the SENCo.

- 2.4 To oversee the management of classroom resources, including ICT equipment, ensuring resources are readily available, shared equally and maintained and stored appropriately.
- 2.5 To set a high standard of display of pupils' work in the classroom and shared common areas of the school in line with the school's Learning Environment Policy

### **Assessment & Reporting**

- 2.6 To monitor and report on the quality of pupil attainment in all subjects to your line manager, the headteacher, governing body, outside agencies and parents as applicable.
- 2.7 To assess, record and report on the development, progress and attainment/achievement of pupils in oral and written form.
- 2.8 To promote and facilitate parental involvement in the teaching and learning through a shared school/home approach.

### **Training & Development**

- 2.9 To participate in In Service Training (INSET)/Continuing Professional Development (CPD) meetings at the school and meetings which relate to the administration or organisation of the school.
- 2.10 To participate in arrangements for a teacher's own appraisal (Teacher Appraisal) and/or the appraisal of others as applicable.
- 2.11 To advise other staff and students on teaching practice and to assist with INSET for staff and governors when required and when it is applicable to do so.

### **3. Other Responsibilities**

- 3.1 At all times, working to support the aims of and ethos of this school
- 3.2 To maintain good order and management among the children so as to safeguard their well-being both on the school premises and when they are engaged in authorised school activities elsewhere.
- 3.3 To have due regard to and follow the school's safeguarding procedures in line with the child protection policy.
- 3.4 To have due regard to and support the school's policy on Inclusion and equality of opportunity for all.
- 3.5 In addition, to undertake such duties of a similar nature as may be reasonably directed by the headteacher from time to time.

### **Person Specification (Selection Criteria)**

The person appointed to this post will need to demonstrate:

- Knowledge and skills to deliver a high quality, early education service in line with the EYFS
- Excellent skills and rigour within an early years setting.
- Experience of supporting colleagues.
- The ability to work with parents and outside agencies to ensure the individual learning requirements of all children are met, including those with particular needs, disabilities or those who require additional support
- Excellent interpersonal and management skills
- The desire to develop your own professional expertise.
- Excellent organisational skills.
- Proficient ICT skills.
- A commitment to policies that promote opportunities for children of all levels of ability, including those who are disabled and pupils from a diverse range of cultural, social and economic backgrounds.
- Excellent oral and written communication skills.

#### **Note:**

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description and person specification criteria may be reviewed at the discretion of the Headteacher in the light of changing requirements and in consultation with the post holder and governing body.