



EASTCHURCH PRIMARY SCHOOL NURSERY CLASS TEACHER JOB DESCRIPTION



Grade: Teachers Pay and Conditions

Responsible to: The Headteacher and The Governing Body

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose:

- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- To carry out professional duties and to have responsibility for the Nursery Class
- To be responsible for the day-to-day work and management of the Nursery and the safety and welfare of the pupils, during on-site and off-site activities
- To oversee the teaching, learning and assessment of the children in the Nursery to the highest standards, ensuring that the best possible care, education and environment are provided for young children from the age of three to four years
- To provide high quality educational childcare for families from the local communities.

Main Duties and Responsibilities:

- Responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery
- Develop the ethos of Little Owls Nursery and to create a welcoming and family friendly environment
- Develop a stimulating and purposeful learning environment
- Lead Nursery team planning and assessment meetings
- To work alongside the Senior Leadership Team and to contribute to the monitoring, evaluation and development of the nursery
- Appraise the performance of the Nursery Staff
- Identify needs and arrange/lead nursery staff training
- Responsible for high standards of care and education of children between the ages of three and four, in accordance with the EYFS statutory requirements; at all times to have a high degree of sensitivity to the needs of children and families
- Ensure the EYFS curriculum is promoted and delivered within the setting and the principles adhered to
- Support the requirements of children with special needs and promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Ensure effective communication between the nursery staff, school staff and all partner organisations
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures

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- Order and maintain equipment and resources in the Nursery and ensure safety at all times
- Maintain a register and up to date records of all children using the Nursery provision and give regular feedback to parents about their child's development and progress
- Responsible for monitoring students working in the Nursery
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy
- Adhere to school policies and any school-specific procedures/rules that apply to this role
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To keep up to date with new developments and undertake any relevant training that is required

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of continuing and recent professional development relevant to this role 	<ul style="list-style-type: none"> • Early Years specialist training
Experience	<ul style="list-style-type: none"> • Successful experience of teaching EYFS • Experience of planning and organizing an enabling learning environment inside and outside • Experience of promoting highly effective communications within and between teams and other stakeholders in the school community. 	<ul style="list-style-type: none"> • Experience of working within a Nursery setting • Experience and understanding of transition from YR to Y1 with children under five
Knowledge & Skills	<ul style="list-style-type: none"> • Thorough knowledge of the EYFS curriculum and Child Development • Clear understanding of young children's development, their needs and the provision of positive play • An understanding of the principles and practices of observations and planning and how these can be used effectively to maximize pupil progress for all groups of children • An understanding of and commitment to equal opportunities for all children • An understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards • An understanding of effective procedures for managing and promoting positive behaviour among young children • An understanding of the role of parents and the community in school improvement and how this can be practised and developed • Clear understanding of data analysis and the important impact this can have on achievement and attainment. 	<ul style="list-style-type: none"> • Sound basic knowledge of the SEN Code of Practice and strategies for identifying SEN or very able pupils • Interest and/or experience in a curriculum area
Personal Qualities	<ul style="list-style-type: none"> • Warmth, enthusiasm, commitment, energy and determination to inspire others to achieve high standards • A high level of commitment to providing outstanding education and care for children • Good organisational and interpersonal skills 	

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	<ul style="list-style-type: none">• Ability to create a happy, challenging and effective learning environment• Ability to work positively and sensitively with children, parents and other stakeholders• Ability to promote the school's aims positively• Ability to accept responsibility for planning and sustaining own professional development• Ability to work constructively as part of a team to develop good personal relationships	
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