Ghyllside Primary School – September 2025

JOB DESCRIPTION – EYFS Nursery Teacher

School: Ghyllside Primary School	**Location:** Kendal
Job title: EYFS Nursery Teacher	**Salary range:** MPS

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 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 class, associated staff and the safety and welfare of the pupils, during on-site and off-site activities. To report to the EYFS / KS1 lead To promote the aims and objectives of the school.

Main duties and responsibilities

- To have an outstanding knowledge of the new EYFS framework and Development Matters;
- Have an excellent understanding of assessment principles and practice in the EYFS;
- Ability to develop high quality early years provision;
- Ability to develop extremely effective partnership with parents;
- Ability to use an online learning platform, e.g. Tapestry, to record assessment and share information with other staff, parents and stakeholders;
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning;
- To plan and prepare lessons in order to deliver the EYFS Nursery Curriculum, ensuring breadth and balance in all subjects;
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations;
- To deliver early phonics;
- To maintain good order among the pupils, safeguarding their health and safety;
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress;
- To prepare appropriate records for the transfer of any pupils;
- To ensure effective use of support staff within the nursery, potentially including parent helpers;
- To participate in staff meetings as required;
- To be part of our EYFS / KS 1 team, and our wider whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements;

Our Mission: Ghyllside Primary School – Growing Hearts and Minds
Our Values: Inspiring Healthy Inclusive Nurturing Experiences

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- To ensure that school policies are reflected in daily practice;
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional;
- To liaise with outside agencies when appropriate, supported by the EYFS / KS1 lead;
- To continue professional development, maintaining a portfolio of training undertaken;
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned;
- To support the Headteacher in promoting the ethos of the school;
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures;
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description as required and allocation of particular responsibilities will take place as part of the Performance Management Review.

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PERSON SPECIFICATION

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Job title: EYFS Nursery Teacher	**Salary range:** MPS.

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	Qualified teacher status; Significant and recent experience of teaching in EYFS	A degree or equivalent qualification; Evidence of in service professional development (including the required Safeguarding training); Experience of managing nursery staff and provision in a nursery / classroom
Knowledge (Knowledge, abilities, skills, experience)	A thorough and up to date knowledge of the range of teaching, learning and behaviour management strategies in the EYFS and how to implement them effectively; A thorough knowledge of the EYFS curriculum to ensure that child-initiated play base learning can be enriched by the class teacher through drawing in different areas of learning;	An understanding of phonics teaching; Experience of teaching phonics in the Early Years; An understanding of the expectations within the EYFS curriculum to ensure children are ready for reception;

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	A thorough understanding of the EYFS framework of assessment requirements and arrangements; Know the legal requirements, national policy and guidance on the safeguarding of children.	
Skills and Abilities	Ability to prepare and plan effectively; Excellent organisational skills; Ability to prioritise and manage time effectively – both yourself and those in your team; Ability to manage staff as required and work as part of a team; Ability to develop effective partnerships in and out of school.	Ability to use an online learning platform as a tool to communicate with parents and keep parents informed in relation to pupil progress; Experience of leading nursery outings within the local area.
Work-related Personal Requirements	Suitability to work with children; Ability to work as part of a number of teams across all areas of school life.	Sense of humour!

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