



BIRCHWOOD NURSERY SCHOOL

Birchway, Hatfield, Hertfordshire AL10 0PD

Tel: 01707 262648

Headteacher: Margaret Stocks

A Bright Start to a Bright Future

JOB TITLE: Lead Nursery Teacher

SALARY SCALE: MPS - UPS + TLR

You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. The duties outlined in this job description are in addition to those duties. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose of Role:

- Leading a team of Early Years Practitioners and LSAs in the organisation and management of the Nursery in accordance with the curriculum and policies of the school
- Modelling high quality teaching and support other practitioners' practice within the Nursery
- Ensuring that the activities, assessment and recording are carried out in accordance with school policies
- Monitoring and analysing the progress and development of all children
- To carry out such other associated duties as are reasonably assigned by the Headteacher.
- To support the Headteacher in safeguarding as DDSP, and in promoting the welfare of children.
- Assisting the Headteacher in the organisation and management of the school **and to deputise in her absence.**

Responsibilities:

Main Tasks

Leading Learning and Teaching

- Participating in and leading INSET, staff meetings, curriculum development and management meetings
- Taking a leading role in planning the curriculum and supporting curriculum development, ensuring that the views of all staff are acknowledged and respected.
- Assisting in the moderation of assessments across the school and beyond
- Plan and prepare activities in line with requirements of Early Years Foundation Stage
- Ensure all children are being taught according to their educational needs, ensuring equal access for all children
- Employ a range of appropriate teaching and learning styles, monitoring and evaluating their effectiveness



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Developing the Vision

- Assisting in the development and implementation of whole school vision and policies
- Being part of the Senior Leadership Team and leading developments across the school
- Assisting in school self-evaluation and school improvement planning

Developing the Team

- Supporting the development of individual members of staff and the development of a unified cohesive team

Managing the Organisation

- Overseeing the organisation of resources, materials and equipment to provide a high quality, exciting and challenging learning environment both indoors and outdoors
- Contributing to whole school planning meetings
- Taking responsibility as deputy Designated Senior Person for safeguarding children

Building Partnerships

- Working in partnership with parents to provide support, share knowledge and advice
- Liaising with advisors and other professionals
- Promoting good relationships within the community and with local feeder schools and early years settings

Accountable For

- The education and welfare of children in accordance with national conditions of service
- The quality of learning, progress and attainment of all children in Nursery
- The day to day management of the teaching team

All these areas of responsibility are to be carried out in accordance with the curriculum and policies of the school as devised by the Headteacher and Governors, working in liaison with school staff within the framework set by Hertfordshire County Council and national policies.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed:

Print Name:

Date: