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| **BATH AND NORTH EAST SOMERSET COUNCIL**  **JOB DESCRIPTION** | |
| **SCHOOL: St Keyna Primary School** | |
| POST TITLE: Nursery Lead | **GRADE:**  Teachers Main Scale or Non Qualified Teacher Scale |
| **RESPONSIBLE TO:** Headteacher/Deputy Headteacher | |
| **DATE:** May 2025 | |

**1. Purpose of Job**

The primary purpose of this post is to

1. teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
2. maintain the positive ethos and core values of the school, both inside and outside the classroom;
3. contribute to constructive team-building amongst teaching and support staff, parents and governors;
4. contribute professional knowledge and skill to the development throughout the school of specific activities or subjects.

Please note that this job description should be read alongside the ‘Conditions of Employment of Teachers other than Headteachers’ in the School Teachers’ Pay and Conditions Document which fully defines the professional duties expected of a teacher.

**2. Principal Accountabilities**

2.1 Implement agreed school policies and guidelines.

2.2 Support and uphold school policies, procedures and initiatives;

2.3 To take part in whole-school reviews of policy and aims, and in the revision and formulation of guidelines;

2.4 Plan appropriately to meet the needs of all pupils, through differentiation of tasks;

2.5 Be able to set clear targets, based on prior attainment, for pupils’ learning;

2.6 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;

2.7 Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;

2.8 Report to parents on the development, progress and attainment of pupils;

2.9 Maintain good order and discipline and respect for others amongst pupils, in accordance with the school's behaviour policy; to promote understanding of the schools rules and vaulues; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning;

2.10 Participate in meetings which relate to the school's management, curriculum, administration or organisation;

2.11 Communicate and co-operate with specialists from outside agencies;

2.12 Lead, organise and direct support staff within the classroom as appropriate;

2.13 Participate in the performance management system for the appraisal of your own performance, or that of other teachers.

2.14 Contribute to and and support the aims and ethos of the School;

2.15 Participate in staff training;

2.16 Attend team and staff meetings;

2.17 Help ensure that subject-matter and learning resources reflect Local Authority and School policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties as listed in this job description and defined within the School Teachers’ Pay and Conditions Document.

**Specific curriculum or other responsibilities**

2.18 To provide professional leadership and management in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils in EYFS.

2.19 Lead Nursery Duties as follows:

* Lead Nursery Team effectively, using a positive and nurturing approach.
* Use data to support the performance and progression of all pupils.
* To respond to changes in the EYFS curriculum and implement these as necessary.
* To manage nursery admissions, liaising with parents and making home visits.
* To train, or arrange training for Nursery staff where appropriate.
* Communicate effectively with staff, parents, pupils and the wider school community.
* To laise with the admin staff regarding pupil data and relevant paperwork and funding entitlements and other Nursery charges.
* To work towards upholding the Language for Life quality mark.

2.20 SEND administration

* To attend TAC and TAF meetings as appropriate
* To liaise with other professionals e.g. health visitors, SALT, OT, EY Area SENCos etc and arrange meetings, discuss reports and seek advice
* To provide activities for those children with MyPlan, monitor progress and adapt MyPlan as necessary
* To direct nursery staff in delivering the MyPlan activities
* To meet with parents whose children may need extra support and then continue to support the parents if referral to other professionals is needed
* To meet and liaise with the school Inclusion Lead and keep SLT informed of children with SEN

**3. Qualifications Knowledge & Experience**

**Essential**

Qualified to an approved level 6 qualification or Qualified Teacher status.

Teaching experience at EYFS

**Desirable**

Working in partnership with parents.

Teaching at Nursery Level.

Evidence of relevant INSET and commitment to further professional development.

The links between other nursery provisions and between schools.

# Person Specification: Nursery Lead

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|  | Essential | Desirable |
| Qualifications | Qualified to an approved level 6 qualification or Qualified Teacher status.  Early Years specialist training. | Qualified Teacher status.  Evidence of relevant INSET and commitment to further professional development |
| Experience | Have teaching experience at EYFS in particular with Nursery aged children  Working in partnership with parents. | Evidence of teaching in more than one Key Stage; |
| Knowledge and understanding | Tthe theory and practice of providing effective and high quality teaching and learning for the individual needs of all children (e.g. classroom organisation and learning strategies);  Planning and preparation of lessons;  Statutory National Curriculum requirements at the appropriate key stage;  Monitoring, assessment, recording and reporting of pupils’ progress;  Equal Opportunities, Health & Safety, SEN and Child Protection;  The positive links necessary within school and with all its stakeholders;  Effective teaching and learning styles. |  |
| Skills | Ability to create a happy, challenging and effective learning environment.  Ability to promote the school’s aims positively, and use effective strategies to monitor motivation and morale;  Demonstrate good personal relationships within a team;  Ability to establish and develop close relationships with parents, governors and the community;  Demonstrate effective communication skills to a variety of audiences; | Able to develop strategies for creating community links. |