

NURSERY TEACHER/MANAGER: JOB DESCRIPTION

Job Purpose:

To work in partnership with Deputy and Head teachers to support learning in line with the national curriculum/ EYFS Framework, codes of practice and school policies and procedures.

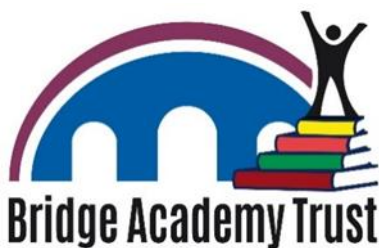
To provide for the educational, social and personal development of each individual child in the class allocated for each specific academic year.

Principal

Accountabilities:

Duties:

- Contributing to the preparation and development of programmes of study, schemes of work,
- teaching materials, teaching programmes, methods of teaching and assessment and pastoral
- arrangements throughout the school, including school trips, special assemblies, performances
- and special events.
- Planning and preparing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of children, having high expectations and
- setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access
- to lessons and their content
- Setting of work for pupils who may not be able to attend school, in agreement with the
- Headteacher
- Marking work and providing feedback and next steps to pupils in line with the school Marking
- and Feedback Policy
- Keeping up to date assessments on the development, progress and attainment of pupils
- Using assessment to inform planning and ensuring Assessment for Learning is embedded.
- Administering assessment tasks and test in line with school policy
- Follow the schools safeguarding policy and procedures.



General Accountabilities &

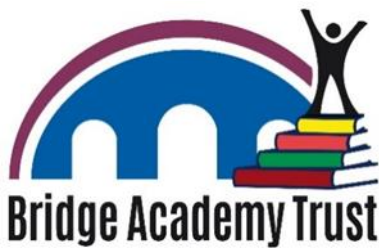
Duties:

- To contribute to, and promote the positive ethos and culture of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to Child Protection, Single Equalities, Racial Equality, Health, Safety and Security, Confidentiality,
- Behaviour, Data Protection and reporting concerns to the Headteacher
- To ensure that all pupils have equal access to all school opportunities to learn and develop
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher, Deputy Headteacher and members of the Leadership Team.
- Communicate and co-operate with other agencies to support the educational
- Development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above
- To inform the Headteacher immediately of any concerns regarding a pupils' welfare
- To communicate and consult with parents of pupils
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead and attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

Management

Duties:

- To plan, organise and manage the work of LSA(s) assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the SENCO and Resource Base Lead to contribute to the planning and organising of the work of the SEN LSA's in order to have a positive impact on pupil progress.
- To ensure that any LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner. To work with members of the leadership team to plan and deliver Inset for these areas



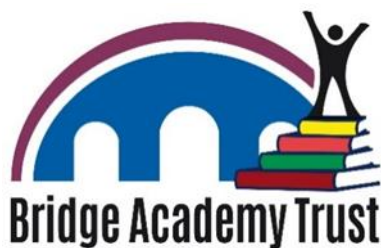
- To discuss this area of the curriculum with the governing body as required
- To work with appropriate providers to ensure successful development of teaching skills for all Staff

Training and Development:

- Participate in training and development activities in school or at other providers in order to
- develop professional skills and knowledge
- To participate in performance management reviews in line with school policy
- Subject Co-ordinator
- To work with colleagues to ensure the successful teaching of the subject throughout the school.
- Revision of the policy and scheme of work as required.
- To oversee and contribute to medium and short term planning for subject area throughout the
- school
- To keep abreast of new initiatives and disseminate to colleagues as appropriate
- To monitor the use and storage of resources
- To advise the Headteacher regarding new resources that may be required
- To work with the Headteacher and Deputy headteacher to monitor and assess the teaching of
- the subject throughout the school
- To work with members of the leadership team to plan and deliver Inset for these areas
- To discuss this area of the curriculum with the governing body as required
- To work with appropriate providers to ensure successful development of teaching skills for all Staff

Welfare, Behaviour and Safeguarding:

- Meet with parents and carers as part of maintaining positive relationships and the full implementation of the school's values and ethos
- To promote the School's values, positive attitudes and good pupils behaviour, dealing promptly with conflicts and incidents in line with establish policy and procedures, encouraging pupils to take responsibility for their own behaviour
- To supervise pupils on visits, trips and out-of-school activities as required
- To support playground/breaktime/lunches and lunchtime play supervision within employed hours



- Administer first aid as appropriate
- Maintain vigilance regarding Safeguarding and Child Protection
- Be aware of and comply with policies and procedures relating to Child Protection, safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person in a timely and proactive manner

Health and Safety:

- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to the class teacher/ premises manager /senior management team.

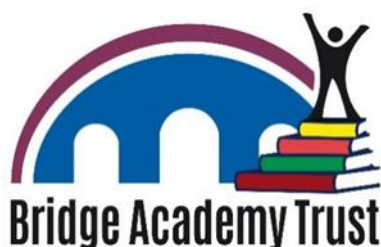
Professional Development:

- To attend and participate in regular meetings as appropriate
- To participate in training and other learning activities offered by the school to further knowledge
- To carry out the above duties in accordance with the school's Equalities Policy

The duties above are neither exclusive nor exhaustive and the postholder may be required from time-to-time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

NURSERY TEACHER/MANAGER PERSON SPECIFICATION

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> GCSE English and Maths A*-C At least EYFS level 3 qualified A commitment to continuing professional development 	<ul style="list-style-type: none"> Evidence of further study Accreditation or qualification in Special Educational Needs Essex Steps/Trauma Perceptive Practice trained
Knowledge & understanding	<ul style="list-style-type: none"> Familiarity with current national initiatives and developments in curriculum and SEND Awareness of how and why learning takes place, teaching and learning sequences and meeting the needs of pupils with Special Educational Needs and Disabilities Particular knowledge or experience of meeting the needs of pupils with a diagnosis of ASD or ADHD 	
Experience	<ul style="list-style-type: none"> To have experience/interest in the foundation stage, key stage one and the continuity and progression of the curriculum throughout the primary phase. To have knowledge of and belief in inclusive practice providing maximum opportunities for a variety of pupils with special educational needs to access the curriculum. To have experience of working effectively as part of a team. 	<ul style="list-style-type: none"> To have supported pupils in a specialist setting
Skills and Attributes	<ul style="list-style-type: none"> Outstanding practitioner Excellent oral and written communication skills Communicate effectively with adults and children. Teach a broad and balanced, differentiated curriculum that meets the needs of all children. Use a wide range of resources in order to plan an innovative curriculum. Lead the development of a curriculum area throughout the school. 	<ul style="list-style-type: none"> Positive Handling training/accreditation or similar Good ICT skills



NURSERY TEACHER/MANAGER PERSON SPECIFICATION cont.

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • To be passionate about learning and teaching. • To be open to new initiatives. • To enjoy working with primary age children to enable them to develop independence and experience success at their own level. • To have a commitment to raising standards. • To have high expectations of behaviour and achievement. • To maintain a calm and positive attitude when working under pressure. • To be approachable. • To be flexible in order to adapt to unexpected changes. • To have a commitment to lifelong learning for all. • To maintain confidentiality at all times. • To be supportive of the aims of the school. • To demonstrate a positive, professional manner. • Ability to motivate and engage pupils with their learning • Supportive of the values and ethos of Richard de Clare Community Academy 	<ul style="list-style-type: none"> • Flexibility • Sensitivity towards others • Self-motivated • Takes initiative • Resilience • Adaptability • Reliability and integrity