

WEOBLEY PRIMARY SCHOOL

Job Description: Class Teacher

Job Title: Early Years Teacher

Job Title: Nursery Teacher	Post No:	Grade:
Organisational Information:		
Responsible to: Head of School and Governing Body of Weobley Primary School		
Responsible for: Nursery Teaching Assistants Nursery Apprentices		
Main Purpose of Job: <ul style="list-style-type: none">• To provide safe, high-quality education and care for Nursery children;• To ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;• To motivate children and use resources imaginatively to help them learn;• Maintain the positive ethos and core values of the school, both inside and outside the classroom;• Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;• To manage and supervise staff on a day-to-day basis;• To contribute to and implement pre-school policies.		
Main Responsibilities: <ul style="list-style-type: none">• Be responsible for the day-to-day management of the Nursery, encouraging good practice by the staff team with regard to individual and group work with the children. To lead, organise and direct support staff;• Develop excellent communications with parents/guardians encouraging them to participate in their child's progress and development and to report to parents on the child's development, progress and attainment;• Provide pastoral care and support to children within a secure learning environment;• To assist with the development of a child's personal, social, language and physical co-ordination abilities so they can develop their social and communication skills;• To ensure 2 year checks are completed and reported to Heath Visitor;• To be able to set clear targets and observe each child's progress and report on achievements, looking for progressions and continuity;		

- Be able to liaise at all times with external agencies such as OFSTED, Local Authority, Health Visitors, Social Care;
- In consultation with the Nursery team, formulate, operate and evaluate a programme of activities following Development Matters guidance;
- Motivate and create a stimulating and positive environment for learning, indoors and outdoors often encouraging learning through experience;
- Ensure that all standards, ratios and conditions of registration are maintained at all times;
- Organise parent meetings, open meetings and taster days as required;
- Prepare for Local Authority and OFSTED inspections and address any recommendations made;
- Implement agreed school policies and guidelines and support initiatives decided by the Head of School and staff;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Participate in the performance management system for the appraisal of their own performance, and that of their staff.

Data Quality:

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

General Information:

- Disclosure type: Enhanced
- The post holder will be required to comply with organisation's policies and procedures;
- Weobley Primary has a no smoking policy. Employees are not permitted to smoke on any of the premises nor in any school vehicle;
- The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility;
- To safeguard and promote the welfare of children. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate;
- Whilst the position is for a Nursery Class Teacher, staff should be prepared to teach in any area of the school.

This job description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the School.

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Person Specification: Early Years Class Teacher

	Essential	Desirable
Experience	Experience of teaching within the Early Years Environment	Experience of teaching across the whole Primary age range; working in partnership with parents; Experience of managing staff within a nursery or school setting.
Qualifications	Qualified Teacher Status	Evidence of up to date INSET and commitment to further professional development
Knowledge and understanding	<p>The Nursery Teacher should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • The theory and practice of providing effectively for the individual needs of the children (e.g. classroom organisation and learning strategies) • Framework for the Early Years Foundation Stage • Statutory National Curriculum requirements at the appropriate key stage • Knowledge and ability to plan and implement a Nursery curriculum • The monitoring, recording, assessment and reporting of pupil's progress • The statutory requirements of legislation concerning Equal opportunities, Health & Safety, SEN and Child Protection • Knowledge of local Child Protection procedures • The positive links necessary within school and with all its stakeholders • Effective teaching and learning styles 	Have knowledge and understanding of the preparation and administration of Statutory National Curriculum tests

	<ul style="list-style-type: none"> • Sound understanding of child development and of children's needs 	
Skills	<ul style="list-style-type: none"> • Excellent communication and listening skills • Good organisational skills to plan the day and respond to the different needs of the children you teach • The ability to inspire and enthuse young children • energy, resourcefulness, responsibility, patience and a caring nature • An understanding of the needs and feelings of children • Ability to work independently with children, as well as being able to work in the wider nursery/school team • A sense of humour and the ability to keep things in perspective • Ability to develop appropriate positive relationships with children and parents. • To promote the school's aims positively and use effective strategies to monitor motivation and morale • Develop professional working relationships within the Nursery Team • Create a happy, challenging and effective environment • Have creative skills such as music, dance, drama, arts and crafts • Have excellent behaviour management skills 	
Personal Characteristics	Approachable, committed, understanding, empathetic, enthusiastic, organised, patient, resourceful, motivated, keen to learn, positive role model, works well as part of a team	