

# Lee Royd Nursery School

Head teacher - Ms. K. Smith  
B.Sc. (Hons), PGCE, PG Dip NASENCo  
Royds Street  
Accrington BB5 2LH Tel-01254 231725



**POST:** Nursery Class teacher with SENCo responsibilities

**SCHOOL:** Lee Royd Nursery School, Accrington

**PAY RANGE:** Main scale + SEN 1 allowance

**HOURS:** Full time

**CONTRACT:** Permanent

The role is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document.

## **Job Purpose:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head teacher, and responsible for SEND.

## **Responsible to:**

Head teacher and governing body

## **SENCO - Main purpose**

The SENCO, under the direction of the head teacher will :

- Determine the strategic development of special educational needs (SEN) policy and provision in the school.
- Be responsible for the day to day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document.
- Contribute to school self-evaluation, and school development plan particularly with respect to provision for pupils with SEN and / or disability.
- Maintain up to date knowledge of national and local initiatives that may affect the schools policy and practice.
- Be aware of the provision in the local offer
- Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness.

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- Ensure records are maintained and kept up to date.
- Work with the Head teacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing body is required to publish.
- Identify training needs and Lead INSET and staff meetings for staff.

## Teacher Role - Areas of Responsibility and Key Tasks

### Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed,
- Setting tasks which challenge pupils and ensure high levels of interest,
- Setting appropriate and demanding expectations,
- Setting clear targets, building on prior attainment,
- Identifying SEN or very able pupils,
- Making effective use of assessment and ensure coverage of programmes of study,
- Ensuring effective teaching and best use of available time,
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour,
- Using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary,
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions,
- Select appropriate learning resources and develop study skills through library, I.C.T. and other sources,
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught,
- Evaluating own teaching critically to improve effectiveness,
- Ensuring the effective and efficient deployment of classroom support,
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy,
- Encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively,
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

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## Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching,
- Monitor pupils' progress and set targets,
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving,
- Undertake assessment of students as requested by school procedures,
- Prepare and present informative reports to parents.

## Subject Leadership (unless post taken by NQT)

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act. This job description may be amended at any time following discussion between the Head teacher and member of staff.

## Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teachers career. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school by -

- Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position,
- Have regard for the need to safeguard pupils well-being, in accordance with statutory provisions,
- Promoting the safety and wellbeing of pupils,
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values and mutual respect and tolerance of those with different faiths and beliefs,
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Taking part in the schools appraisal procedures.
- Where appropriate, taking part in the appraisal and professional development of others.

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## Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply the general statement of our health and safety policy.

## Safeguarding Commitment

Lee Royd Nursery School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Prepared by Ms Karen Smith , Head teacher

Date - 02/05/2023