

Job description

Nursery School teacher

Main responsibilities:

**Teaching**

* + To plan, organise and maintain a learning environment appropriate to the developmental needs and interests of children aged between three and five years.
  + To motivate children in their learning and establish a consistent, stable relationship with them through an enabling and helpful style.
  + To ensure that the classroom environment is ordered and displays reflect the value attributed to children’s work.
  + To keep clear records of curriculum planning and to keep up-to-date profiles of children’s development and progress, working in partnership with parents and other members of staff.
  + To contribute to whole-school policy -making and development planning.
  + To make provision for children with special educational needs, with reference to the SEN code of practice.
  + To make provision for children for whom English is an additional language.
  + To contribute to successful induction into and transition out of the nursery for all children.
  + To be committed to equal opportunity for all children.

**Other activities**

* + To develop and maintain effective communication links and partnership with parents.
  + To promote the general progress and well-being of individual pupils and of class or group assigned to her.
  + To liaise with appropriate support agencies such as health visitors, speech therapists, volunteers etc.
  + To participate in meetings arranged for any of the above purposes.

**Assessments and reports**

* To assess children’s attainment on entry and exit.
* To work with the headteacher on the analysis of attainment and progress
* To provide oral and written assessments and reports to colleagues and parents.

**Appraisal (performance management)**

* To participate in arrangements for the appraisal of their own performance and

that of other teachers.

**Review, induction further training and development**

* To review from time to time your methods of teaching and schemes of work.
* To participate in arrangements for further training and professional

development which aim to meet needs identified in appraisal objectives.

* To participate in the arrangements for the supervision and training for new

teachers in their induction period.

**Educational methods**

* To promote the integrated nursery vision and values throughout the provision and practice.
* To advise and cooperate with the headteacher and other teachers on the

preparation and development of teaching materials, teaching programmes, methods of teaching and pastoral arrangements.

**Discipline, health and safety**

* To maintain good behaviour among the pupils and to safeguard their health
  + and safety.
* To be aware of Child Protection policy and alert to signs that a child might be at risk.
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* To respect the confidentiality of information received.
* To ensure at all times compliance with OFSTED and the statutory requirements.
* To work according to the School/Nursery and County Policies for Equality of Opportunity, promoting positive behaviour and attitudes generally, and particularly towards people in non-stereotypical gender roles, of other cultures and with disabilities.

**Staff meetings:**

* To participate in meetings at the school which relate to the curriculum for

the school or the administration or organisation of the school, including pastoral arrangements.

**Management:**

* To contribute to the selection for appointment and professional development

of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.

* To offer guidance and support in the professional development of the nursery

nurses and other support staff, and to take part in training students.

* To undertake some appropriate management duties as agreed with the

headteacher, including leadership in an area of the curriculum.

* To take part in the review, development and management of activities

relating to the curriculum, organisation and pastoral functions of the school.

**General responsibilities:**

To take appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted practices, including the raising of concerns with an appropriate manager.

**Safeguarding Statement**

Due to our commitment to safeguarding and promoting the welfare of children, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

Our selection process will assess rigorously all candidates’ suitability and their commitment to safeguarding children. This will include:

* Identifying gaps and anomalies in career histories;
* Asking referees specific questions about:
* Reasons to doubt candidates honesty, trustworthiness or reliability;
* Whether candidates are currently the subject of any form of disciplinary or competency inquiry or warning;
* Any disciplinary offences relating to children including any in which the penalty is “time expired”;
* Any child protection concerns.

We reserve the right to contact referees to check out any concerns arising from the application, reference or interview. Please ensure one of your referees is your current or most recent employer. If you do not name your current LA we will contact them to seek a reference.

* Testing candidates’ understanding and commitment to Safeguarding children;

Examining original certificates of professional qualifications and proof of identity.