

# **Job Description for Nursery School Teacher**

**School:** Lydalls Nursery School

**Responsible to:** The Headteacher

## **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

## **Main Responsibilities**

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

### **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 and enabling relationship with them
- To ensure the classroom environment is ordered and displays reflect the value attributed to children's work
- To keep clear records of curriculum planning and maintain up-to-date profiles of children's development and progress
- To contribute to whole-school policy-making and developmental planning
- To contribute to successful induction into and transition out of the nursery for all children.
- To be committed to equal opportunity for all children and to make provision for children with special educational needs and for children with English as an additional language
- To be committed to the overall safety of all children and undertake regular safeguarding training

### **Other activities**

- To develop and maintain effective communication and partnership with parents
- To liaise with appropriate support agencies such as health visitors, speech therapists, volunteers etc and participate in meetings arranged for these purposes
- To contribute to the learning of students and other visitors

### **Assessment and reports**

- To assess children's attainment on entry and exit, and track progress
- To work with colleagues to analyse attainment and progress

- To provide oral and written assessments to parents and colleagues

### **Appraisal**

- To participate in arrangements for the appraisal of her/his own performance and that of other staff

### **Review, induction, further training and development**

- To review from time to time her/his methods of teaching
- To participate in arrangements for her/his further training and professional development which aim to meet needs identified in appraisal objectives
- To participate in arrangements for supervision and training of new staff in their induction period

### **Educational methods**

- To advise and co-operate with the Headteacher and other staff on the development of early years philosophy and approach to learning and teaching

### **Discipline, health and safety**

- To maintain good behaviour among the pupils and to safeguard their health and safety

### **Staff meetings**

- To participate in meetings at the school which relate to the curriculum for the school, individual children's needs and the administration and organisation of the school.

### **Management**

- To contribute to the selection for appointment and professional development of other staff
- 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

### **Administration**

- To participate in administrative and organisational tasks related to such duties as described above, including the direction or supervision of people providing support for the teaching staff in the school

### **Working time/PPA time**

Please see School teachers' pay and conditions document

### **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 policies; including taking responsibility for raising concerns with an appropriate manager.