

## Job Description for Nursery School **Supply Teacher**

### BANK STAFF (PAYMENT BY SUPPLY CLAIM – NO CONTRACT)

**School:** Lydalls Nursery School

**Responsible to:** The Headteacher

#### 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 support in the planning and organisation of the 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 nurturing and enabling relationship with them
- To ensure the classroom environment is ordered and displays reflect the value attributed to children's work
- To contribute to records of children's development and progress
- To be committed to equal opportunity for all children and to support 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 safeguarding training

#### Other activities

- To assist staff to maintain effective communication with parents
- To contribute information to enable school staff to liaise with appropriate support agencies such as health visitors, speech therapists, volunteers etc and participate in meetings arranged for these purposes

#### Educational methods

- To 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

#### Administration

- To participate in administrative and organisational tasks related to such duties as described above to provide support for the teaching staff in 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 policies; including taking responsibility for raising concerns with an appropriate manager.