



9th June 2021

Nursery School Teacher

General Professional duties

- As the teacher you will be required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay and Conditions Document and under the reasonable direction of the Headteacher of the school.

Professional duties

- In addition, you are required to undertake the following professional duties which a teacher may perform.

Teaching

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to them:

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to them;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities:

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them;
- making records and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with persons or bodies outside the school;
- to run an
- extra-curricular activity where needed;
- participating in meetings arranged for any of the purposes described above;

Assessments and reports:

- providing or contributing to oral and written assessments, reports relating to individual pupils and groups of pupils and to use the information to inform planning.

Appraisal:

- participating in arrangements made in accordance with regulations made under section 131 of the Act () for the appraisal of their performance and that of other teachers;



Review, induction, further training and development:

- reviewing from time to time their methods of teaching and programmes of work;
- participating in arrangements for their further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;

Educational methods:

- advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of teaching and learning, teaching materials, teaching programmes, methods of teaching and assessment and support arrangements;

Discipline, health and safety:

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings:

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school;

Administration:

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- a teacher is not required to routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Working time

A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which they may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by the head teacher.

Such a teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which she is required to be available for work.



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Guaranteed planning and preparation time

A teacher shall be allowed, as part of the 1265 hours, reasonable periods of time ("PPA time") to enable them to carry out their duties - planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of pupils.

PPA time shall amount to not less than 10% of the teacher's time-tabled teaching time. PPA time shall be provided in periods of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education.

Duties for this post:

- To teach a class
- To work full-time

This job description may be amended after consultation, to meet the needs of the school.