# NEWTOWN NURSERY SCHOOL

# Job Description- Teacher

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| **JOB TITLE** | **Teacher** |
| **SALARY** | Main Scale/UPS |
| **TERMS OF EMPLOYMENT**  **In line with Teachers’ Pay and**  **Conditions and Teachers’ Standards Documents** | 1265 hours (190 days 5 inset days)  Additional hours to be worked as needed to effectively discharge professional duties  In addition to the duties defined, subject to review, the post holder will be expected to deputise in the absence of the Head Teacher and Senior Teacher as required and undertake such duties as are delegated by the Head Teacher |
| **ACCOUNTABLE TO** | Head Teacher |
| **STAFF RESPONSIBLE FOR** | Teachers & Teaching Assistants, students and volunteers |
| **Working in liaison and cooperation with** | The School’s Governing Body  The School’s Lead Team and Staff Team  Parents/ Carers  Other Agencies/ Stakeholders |
| **MAIN JOB PURPOSE** | Ensuring safeguarding and welfare requirements have the highest priority and that young children’s behaviour is supported appropriately and effectively and their emotional and social needs are met.  The post is focused on delivering high quality teaching and learning which ensures children make progress and achieve, whilst continually evaluating and striving to raise the standards of teaching and learning and outcomes for children.  It requires the teacher to lead, manage and develop the quality of teaching, learning and provision, including the learning environments and contribute to the development of the curriculum and statutory requirements.  The post holder will have high expectations, lead by example and ensure effective and efficient use of resources.  It is a requirement that the post has an impact on the educational progress of all pupils including those with SEND.  In addition to this, the post involves leading, developing and enhancing the teaching practice of other staff. As a member of the School’s Lead Team, the Teacher will be expected to work with the Head Teacher and Senior Teacher to take a lead in the organisation, management and development of the School.  Make a significant contribution to the development and direction of the School in line with vision, values, aims and improvement plans and take a role in monitoring and self-evaluation. |

## TEACHING and CLASSROOM DUTIES

* Lead, organise and supervise Nursery School staff in teaching of all children
* To be responsible for a class/ groups of children
* Complete Long, Medium and Short Term Planning, including planning and preparing learning experiences and provision, to meet the requirements of the EYFS Curriculum, taking into account the needs, abilities and interests of all children
* Ensure that all staff understand and follow the EYFS Statutory Framework and understand and effectively use Non- Statutory EYFS Guidance
* Teach children according to their educational needs making appropriate differentiations for individual children, including the preparation of Personalised Learning and Targeted Learning Plans
* Undertake and record formative and summative assessments of children’s progress and development, including those with special educational needs, in accordance with the Nursery Schools’ policies and procedures and the SEND Code of Practice
* To effectively use IT as a learning tool, to support home learning and as a management tool

## INTERNAL ORGANISATION, MANAGEMENT AND CONTROL OF THE SCHOOL

* To have specific curriculum and other responsibilities to be agreed upon appointment
* To contribute to maintaining and developing the Vision and Aims of the Nursery School
* To work within and contribute to the implementation, development and evaluation of the School’s policies, practices and procedures
* Contribute to the School Improvement Plan
* Monitor and evaluate the performance of the School
* Participate in, contribute to and Lead Staff Meetings, INSET and CPD initiatives, including research, contributing to a secure and effective pedagogical approach

## CURRICULUM DEVELOPMENT

* To contribute to the development, organisation and implementation of the Nursery School’s curriculum and learning environments
* Create a well ordered, safe and secure learning environment which supports children’s educational, social and emotional needs
* To contribute to School policies on curriculum, teaching and learning, assessment, recording and reporting
* Ensure that the learning and teaching forms a broad and balanced entitlement for all children and ensures continuity and progression
* Ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents and to provide information to other settings on transition
* Contribute to the policy and practice in relation to Home/ School Learning including Remote Learning as appropriate

## PUPIL CARE

* To contribute to the development, organisation and implementation of the School’s policy for the spiritual, moral, social and cultural development of pupils and their personal and health education.
* To contribute to the effective induction and transition of pupils
* To promote a relational approach to behaviour which is inclusive but responsive for all, applying attachment aware approaches and supporting strategies to help children develop the ability to self-regulate
* To effectively build trusting and secure relationships with children and parents, working in partnership with parents to promote continuity and consistency
* To ensure that the School plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community

## THE MANAGEMENT OF STAFF

* To participate, as required, in the selection and deployment of teaching and non-teaching staff of the School
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
* To participate in arrangements made for supervision of staff in school 
* To contribute to staff development in relation to:
* The induction of new and newly qualified Teachers and other staff
* The provision of professional advice and support and the identification of training needs
* Students under training/work experience

## THE MANAGEMENT OF RESOURCES

* To lead on and promote an attractive and effective learning environment which stimulates and enhances learning and enhances the appearance of the School
* To contribute to arrangements for the security and effective supervision of the School buildings, their contents and grounds, including aspects of health and safety.
* To maintain effective working relationships with external agencies and services contracted to the School and the Authority

## RELATIONSHIPS

* To provide information or reports to Link Governors or The Governing Body as required.
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development
* Look for opportunities to invite parents/carers, the community etc. into the School to enhance and enrich the school and its value to the wider community
* To develop and maintain positive links and relationships with the community, local organisations and other agencies
* To promote a positive image of the School