**Whitegate Nursery School**

**Job description - Nursery Teacher**

**Employer**: The Governing Body of Whitegate Nursery School

**Responsible to**: The Headteacher

**Staff responsible for**: Practitioners within the class

**Scale:** MPS1 to UPS3 (dependent on experience, skills, and abilities)

**Job Purpose:**

Our Early Years Teachers make the education and welfare of children their first and primary concern. They are accountable for achieving the highest possible standards in work and conduct. Our teachers will act with honesty and integrity. They are reflective and constantly strive to improve professional knowledge and skills. They consistently forge positive professional relationships in their interactions with families and other professional stakeholders.

As a minimum the Teacher will fulfil the professional duties set out in the current School Teachers’ Pay and Conditions Document and the National Standards for Qualified Teacher Status.

They shall also undertake any professional duty requested by the Head Teacher where this is

Commensurate with qualifications and working in an appropriate role.

**General Teaching Duties:**

To assist the Headteacher in establishing effective teaching at the nursery school

To work with teacher colleagues to lead, organise and supervise the team of nursery practitioners

To take responsibility for the early education and welfare of a class of children ensuring the highest standards of pedagogical practice

To act as a role model and set high expectations which inspire, motivate and challenge children’s dispositions and learning.

To create a child-centred, richly diverse learning environment, indoors and out, that celebrates our ‘Image of the child’ and young children’s characteristics for learning, including the celebration of the learning process through the displaying of children’s ideas, creations, dispositions and learning

To plan, implement and reflect on learning opportunities, experiences and activities that reflect the requirements of the Early Years Foundation Stage and engage all practitioners in the consistent implementation and improvement of our curriculum, which encapsulate the nursery learning strategies.

Have high expectations of all children through appropriate differentiation (including the writing, evaluating and sharing with families) all personalised learning plans including TLPs. (TLPs to be shared with and agreed by the school’s SENCo)

Follow the school’s identified strategies / procedures relating to planning, observation and assessment (formative and summative).

Undertake and record summative assessments of children’s development

Use the school’s systems and assessment data to monitor and track progress and attainment

Make records and reports on the personal and social needs of children

Provide advice to colleagues, where necessary, on the development and well-being of children, drawing on knowledge and experience

Manage an annual budget in order to develop and enhance the environment with appropriate resources

Communicate and facilitate the partnership with the parents/carers of children.

Support the development of the school’s curriculum ensuring that it offers motivation and challenge, is holistic and accessed primarily through playful and meaningful experiences and is individualized to the needs and interests of the children in the class

**Personal and Professional Conduct:**

Take an active role in meetings, events and activities relevant to the work of the nursery school.

Actively participate in staff meetings and which relate to curriculum, administration and organisation of the provision including pastoral arrangements.

Take an active role in staff meetings. Organise, lead and evaluate meetings that relate to your curriculum responsibilities

To maintain high standards in your own attendance and punctuality

To be committed to safeguarding children’s well-being in accordance with the school’s safeguarding and child protection policies and procedures.

To treat children, families, colleagues and professional partners with tolerance and respect

To ensure that the child’s voice is heard and responded to in planning, and the development of the environment organisation and routine

**Administration:**

Register the attendance of nursery children on arrival at nursery.

Monitor attendance in line with the Centre’s attendance procedures.

Carry out a head count and check the numbers against the register when an evacuation procedure takes place.

Ensure that records of accidents and incidents concerning nursery children are completed.

Ensure Children’s Medicine forms and healthcare plans are completed, reviewed and adhered to

**Appraisal/Professional Development:**

Participate in arrangements for the appraisal and supervision of your performance and that of other practitioners.

Support the review of teaching methods, policies and programmes of work.

Participate in arrangements for your own further training and professional development and that of other staff.

**Discipline, Health and Safety:**

Maintain good behaviour amongst the children in accordance with the schools positive behaviour policy and conflict resolution strategies.

Ensure all staff understand and are actively implementing the Centre’s behaviour and inclusion policies.

Safeguard the children’s health, safety and welfare both when they are authorised to be on the nursery premises and when they are engaged in authorised nursery activities elsewhere.

Be familiar and adhere to the Centre’s health and safety policies.

**Safeguarding Commitment**

The Centre is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| --- | --- |
| Headteacher | Date: |
| Post Holder | Date: |

**The Job description will be reviewed annually but may be amended at any time following discussion between the headteacher and member of staff.**