Marish Academy Trust Job Description

Contractual Details				
Post Title:	Nursery Class Teacher			
Responsible to:	Executive Headteacher, Substantive Headteacher and EYFS Deputy Headteacher			
Contract type:	Permanent ✓	Fixed Term	Full time ✓	Part time
Salary:	Main Pay Scale (fringe)			

Job purpose

- It is the professional duty of the Nursery class teacher to work with colleagues to create a stimulating, safe and caring teaching and learning environment and to promote the physical, emotional, intellectual and social development of every child within the Early Years Foundation Stage. A team approach and good communication skills are essential.

Post Holder's Responsibilities

Professional Duties	● To share in the ethos of our school and have a sound understanding of Early Years principles. ● To lead the planning and provision for the children, providing a broad and balanced curriculum. ● To be responsible for maintaining children the records of children allocated to the class. ● To provide an environment which maximises the potential for learning through play. ● To plan and prepare for a quality environment (short, medium and long-term). ● To plan for and prepare for the outside environment. ● To ensure that the learning environment is well-resourced and ready for the children's use at the beginning of each day. ● To have capacity to teach effectively in the outside environment as well as in the inside environment for the duration of the sessions. ● To set targets and take children on to the next stage of their learning. ● To be responsible for running interventions for pupils. ● To inform and support staff in developing strategies for those children with specific needs. ● To assess, record and report on children's progress. ● To develop good relationships, communicate and consult with parents/carers about the developments in their children's learning. ● To liaise and co-operate with other professionals where appropriate and maintain confidentiality. ● To maintain good working relationships with the staff across the school. ● To attend regular special needs meetings and share relevant information pertinent to individual children the rest of Nursery team and senior staff. ● To attend meetings as directed by the Nursery Team Leader and SLT. ● To lead planning sessions with the team. ● To organise the provision in a way that is developmentally appropriate for young children.

	● To ensure the equipment is well-maintained and resources are kept tidy. ● To ensure the children's working space is well organised and maintained to a high standard. ● To organise and motivate the team members to ensure that the children have the best opportunity to access all aspects of the Early Years Foundation Stage curriculum. ● To coordinate, supervise and support the work of other staff when necessary. ● To coordinate the regular team planning and evaluation meetings to discuss any developments. ● To ensure all staff understand and work to the Trust's policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies ● To conduct staff performance management ● To identify staff training needs ● To co-operate with the Nursery Team Leader, Assistant Headteacher and Deputy Headteacher to review and develop teaching and learning methods as well as nursery organisation, including parental involvement and pastoral care. ● To review professional expertise by attending In-Service training where appropriate. ● To participate and contribute at parents evenings.
Teaching	● To take responsibility for the overall day to day management of the 2-4 year olds, including ensuring ratios are correct ● To take responsibility for timetabling and ensuring provision meets the children's needs within the setting ● Be a positive role model in terms of behaviour, work and attitudes. ● Set high standards of work and behaviour in the class and all other areas of the School. ● Plan for progression across the age and ability range you teach, designing effective programmes of work in accordance with the needs of individual children. ● Teach challenging, well-organised sessions, using an appropriate range of teaching strategies which meet individual children's needs. ● Have a clear understanding of the needs of all children, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. ● Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring children' progress and levels of attainment. ● Provide timely, accurate and constructive feedback on children' attainment, progress and areas for development. ● Use relevant data to monitor progress, set targets, and plan subsequent lessons. ● Deliver the EYFS as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own schemes of work.
Pastoral	● To be concerned with the general welfare, personal hygiene and health of children, including administering first aid, nappy changing and toilet training. ● To follow all school policies relating to the pastoral care and protection of children.
Parents	● To establish positive working relationships with parents, children and other staff. ● To be actively involved in the meetings for parents, pre-school visits or home visits when required. ● To support parent helpers giving them useful and appropriate tasks.

Professional Development	● Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues. ● To attend and participate in staff meetings, whole school training and external courses. ● To disseminate course information to colleagues. ● To pursue any opportunities given by the school for personal development. ● To take part in the school's Performance Management programme. ● Make a positive contribution to the wider life and ethos of the Trust.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher may, from time to time, deem appropriate and necessary.