



# Comet Nursery School and Children's Centre

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Headteacher: Lisa Clarke

## Job Description

**Post Title:** Nursery Teacher

**Grade:** MPS

### Responsible to the Head Teacher

The appointment is subject to the Teacher's Standards as set out in the DFE 2016, School Teachers' Pay and Conditions Document (STCPD) and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

This job description includes references to:

- Leading and developing the learning outcomes for all children
- Leading and developing a curricular area of learning
- Leading areas of learning as outlined in our School and Children Centre Development Plan (SCCDP)
- Modelling and developing outstanding practice across the school
- Assessing, planning and keeping all records of children's learning up to date

### General description of the post

The holder of this post is expected to carry out the professional duties of a main scale teacher. The post-holder is required to fully support the vision, ethos and policies of the school.

### Values and behaviour

As a nursery teacher you will make the education and substantive progress of the children at Comet a priority and are accountable for achieving the highest possible standards. As a teacher you will act with honesty and integrity; have strong subject knowledge, keep your knowledge and skills up-to-date and are reflective in your practice. You will develop positive professional relationships with children and their families.

### Personal and professional conduct

As a teacher you are expected to demonstrate consistently high standards of personal and professional conduct. This includes treating children and their families with respect, building relationships whilst respecting the rights of others. You will also have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions. Teachers must have proper and professional regard for the ethos, policies and practices at Comet and maintain high standards in their own attendance and punctuality. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **Responsibilities**

- The post-holder is accountable to their line manager in all matters
- The appraisal process is followed for determining the performance of a teacher
- All appointments made, are conditional on the most recent appraisal assessment

## **Key Duties**

### **Planning and Assessment**

- To have a clear in-depth knowledge about the Early Years Foundation Curriculum and other related early years documents to effectively support and extend children's learning.
- To lead in the provision, progress and analysis of the children within your class.
- To recognise and develop stimulating learning experiences as key strategies in supporting children's learning.
- To use a range of assessment procedures such as observations, Learning Stories and develop effective interactions with children.
- To systematically review the progress of the children, ensuring they are rigorously progressing in their learning; including setting clear and challenging next steps that build on prior learning for individual children.
- Assessing how well learning intentions have been achieved and using this information to enhance further challenging learning experiences.
- To provide termly pupil progress information on all children within your class; to ensure regular data and tracking of children's' progress and achievements.
- To have regard to the Special Needs Code of Practice in ensuring the needs of children with special educational needs are identified and met.
- To support children with special educational needs by contributing to Support Plans, reviews, case conferences and working in co-operation with other agencies.
- Creating a well ordered and secure learning environment that will ensure the educational well-being of individual children within the group.
- Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children, therefore allowing them to make progress at the appropriate pace and level.

### **Managing learning: staffing and partnerships with parents/carers**

- To support and encourage colleagues in the planning and delivery of a high quality and challenging learning experiences.
- To model outstanding practice with attention to details and taking into account the individual needs of children.
- To establish close parental links while also developing and maintaining positive relationships with parents and encouraging the importance of home learning.
- To work with other settings in a variety of ways while also supporting the transition process with primary schools.
- Supporting team commitment with colleagues through collaborative planning.

### **Contribute to strategic development**

- To contribute in writing the Self Evaluation Form (SEF) and School and Children's Centre Development Plan (SCCDP) on an annual basis.
- To lead on areas of the SCCDP while also making suggestions to whole centre development.
- To lead in developing the learning environment so that it reflects a high quality, challenging and stimulating learning opportunities.
- To attend all INSET days and lead where required (adjusted for part time roles).
- To address any other such duties as may be deemed necessary that is commensurate with this post.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school and children's centre.
- Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.

### **Other Responsibilities**

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school and children's centre.

## **Key Organisational Objectives**

The post holder will contribute to the school and children's centre objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's equal opportunities framework
- Commitment to the agreed Comet Staff Values

## **Special Conditions of Service**

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and /or Committee Meetings, parent meetings etc.) with due notice.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

This post allows substantial access to children therefore candidates are required to have an enhanced DBS check.

## **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's and School and Children's Centre Equal Opportunities Policies.

## Person Specification

**Post Title:     Nursery Teacher**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level	/	
Qualified teacher status either in the UK or, if not, in own country combined with a desire to achieve English QTS	/	
<b>Experience</b>		
Will have had experience of teaching in a multi-cultural inner city environment		/
Must have experience of working within the Early Years Foundation Stage	/	
<b>Professional Knowledge and Understanding</b>		
A sound knowledge and understanding of the Early Years Foundation Stage	/	
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching, including the latest inspection and research findings	/	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>• Participation and implementation of the Child Protection Policy</li> <li>• Awareness of Health and Safety implementation in the work place</li> <li>• Implementation of the school Equalities Policy</li> </ul>	/	
Understands what constitutes good practice and support for bilingual learners	/	
Knowledge of effective strategies to include, and meet the needs of, all pupils, in particular underachieving groups of pupils, pupils with EAL and SEN	/	
Familiarity with writing and delivering effective Individual Support Plans for pupils with SEN		/
<b>Professional Skills and Abilities</b>		
A good classroom practitioner willing and able to lead teaching and learning in a Foundation Stage class	/	
Sound ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance learning and teaching	/	
Must be able to plan sessions/activities for all the pupils, setting clear learning intentions and differentiated tasks	/	
Must be able to keep records of pupil progress in line with school policy	/	
Must be able to use assessments of pupils learning to inform future planning	/	
Ability to plan and work collaboratively with colleagues	/	

<b>Personal Qualities</b>		
Must be willing to and enjoy engaging with parents in order to encourage their close involvement in the education of their children	/	
A flexible approach to work and who enjoys being a good team member	/	
Must have good communication skills both orally and written	/	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	/	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	/	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	/	
Willingness to, and ability to, contribute to whole school INSET	/	
Openness and willingness to address and discuss relevant issues, as well as with an ability to inspire and challenge others	/	
To employ equal opportunities in all aspects of the role and around the workplace in line with policy	/	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	/	
Must commit to Comet's vision and values.	/	