



Kingsdown Nursery School

Purpose of the Job

To teach pupils within the nursery school and to carry out such other associated duties as are reasonably assigned by the Executive Headteacher and Head of School.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade

Relationships

The postholder is responsible to the Executive Headteacher and the Head of School for their teaching duties and responsibilities and for teaching tasks.

The postholder is responsible for the supervision of the work of Teaching Assistants/Nursery Nurses allocated to work with the children.

Particular Responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

- To teach, according to their educational needs, pupils assigned to them in the allocated class and to carry out other associated duties as are reasonably assigned by the Headteacher/Head of School.
- To seek to ensure the effective use of the School's equipment, resources and facilities for teaching of Nursery pupils;
- To take responsibility for the welfare and safety of all the children in our Nursery;
- To promote positive behaviour from children and assist in establishing good standards of behaviour throughout the nursery;
- To work with the HoS on developing and delivering an excellent curriculum for our children and supporting other staff to understand the curriculum and deliver it

- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

Key Tasks

The key tasks attaching to the post of class teacher are as follows:

- To assess pupils' achievements and progress in accordance with arrangements agreed within the school. To interpret this data and use the information to improve outcomes for children;
- To communicate and consult with parents and carers and with outside agencies, as necessary about children's progress and attainment;
- To co-ordinate and take day-to-day responsibility for the organisation and management of support staff within your class;
- To be responsible for developing and maintaining appropriate resources and equipment, preparing the indoor and outdoor learning environments at the start and end of each session, ensuring that they are safe and stimulating;
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training;
- Uphold the Nursery's and Local Authority's code of conduct;
- Support the aims and ethos of the Nursery at all times, promoting these to parents and carers, and to colleagues, visitors and other professionals in the nursery and in the wider community;
- To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the nursery's reputation and standing within the community;