



## Job Description – Nursery Teacher

The Futures Trust and Keresley Newland Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	The Headteacher
<b>Grade</b>	MPS1 – MPS6
<b>Hours</b>	Full Time
<b>Location</b>	Keresley Newland Primary Academy

### Job Purpose

The education and care of the children in the classroom in accordance with the aims, policies and development plan of the school and The Futures Trust.

### Duties and Responsibilities

Teachers are expected to:

- Work with all members of staff and the Governing Body to realise the vision of the school
- Promote the school and The Futures Trust ethos in all aspects of school life
- Set high expectations for all pupils and support staff and continually strive to raise standards
- Be familiar with and show a clear understanding of all school and The Futures Trust policies and ensure that they are all put into practice
- Allow enough preparation time to set up the lessons for each new day and leave the classroom tidy
- Provide quality teaching and learning opportunities that are appropriate for the full range of children's abilities
- Assess individual needs (SEND, EAL, A,G & T etc.) and plan, prepare and match programmes and resources
- To cater for those needs, including writing and reviewing IEPs in conjunction with the SENDCO
- Develop a stimulating a welcoming and safe interactive environment
- Work as a team to promote high standards in the appearance of all areas of the school and to take good care of all school resources
- Develop excellent working relationships with parents, other colleagues and outside agencies
- Attend all parents evenings, workshops and children's performances for parents, as well as the majority of school functions when appropriate
- Complete all paperwork as and when requested
- Attend and contribute to meetings and courses during/out of school time to support professional development throughout the school and The Futures Trust
- Keep up to date with new Government Initiatives and changes in educational thought and practice
- Ensure that all children are collected from school by a recognised adult or are sent home as agreed with parents
- Take part in the-school's annual Performance Management Programme
- Take responsibility for a small aspect of the work of our learning community

**Other Duties:**

In addition to the duties of a classroom teacher the post holder will be expected to undertake the following duties:

- to organise, supervise and direct the work of any support staff in the classroom.
- to work as a member of a team in the planning, delivery, recording and evaluation of short, medium and long term work;
- to ensure that all areas of the curriculum are covered throughout the academic year;
- to have overall responsibility for displays in the classroom;
- supervision of students or work experience students if required;
- to liaise with the Head and Senior Leadership Team, as appropriate;
- to liaise with the Educational Psychologist, Health Visitors, Social Workers, Speech Therapist or anyone from other outside agencies as appropriate;
- to work with appropriate members of staff developing initiatives to encourage parental and community involvement e.g. parent's group, family day etc.
- to lead on a lunchtime or after-school extra curricular activity for the first year in post, in order to contribute to the wider school community
- Any other duties and responsibilities within the range of the salary grade.

○ Accountability will be directly to the Senior Leadership Team.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>

**Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for,

must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

**Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**