



# Potters Green Primary School

## Job Description

Job Title: **Nursery Class Teacher**  
Pay Scale / Grade: **TMS/UPS**  
Responsible to: **Headteacher**

As Nursery Teacher, you will be required to meet the general requirements of this post as specified in the National Teaching Standards 2013 and the current School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from your Headteacher. This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the Performance Management process or as appropriate.

### SUMMARY:

To work with the Headteacher and Senior Leadership Team and to take responsibility for leading and managing Nursery including Assessment and a subject area.

### Core Purpose including main duties and responsibilities:

- To be a strong practitioner, modelling effective methodology and practice to inspire Early Years team members.
- To manage and evaluate the delivery of high quality teaching and learning in the Early Years.
- To play a key role in leading school improvement in the Nursery.
- To carry out the functions of a teacher in accordance with the professional standards for teachers and the School Teachers' Pay and Conditions document as directed by the Headteacher.
- To enable all individuals to achieve their full potential within a happy and caring school community.
- To work with zest, drive and determination to secure the long-term success of the school, supporting and promoting the vision, values and ethos to pupils, staff, Governors, parents and the wider community.
- To translate the vision into best practice through innovative planning and teaching that provides high quality learning.
- To hold accountability for standards achieved in Nursery.

- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- To work with EYFS lead to develop the Core EYFS vision, with creativity and high standards at its heart.
- To be the Nursery teacher displaying expertise in a range of creative teaching methodologies to address pupils' early learning styles.
- To be visionary and creative in the implementation of high standards and active learning across the Early Years Nursery curriculum.
- To ensure high quality and effective assessment of pupils across Nursery and through the completion of the Early Years Foundation Stage profile.
- To develop and creatively expand the indoor and outdoor Learning Environment to ensure opportunities for imaginary play and learning.
- To work with the EYFS lead to coordinate and evaluate continuity and progression across Nursery and Reception through shared practice.
- To embrace and manage change positively in line with the School Improvement Plan.
- To ensure all Nursery staff have an understanding of the EYFS curriculum and implement strategies to regularly track, value added across Nursery and monitor standards to inform school review.
- To work with the EYFS lead to build capacity for self-evaluation and developmental priorities and strategically plan improvements in Nursery practice.
- To build a collaborative Nursery team, reactive to staff needs through mentoring and mutual support.
- To extend parental links and home/school partnerships in terms of EYFS expectations, curriculum understanding and methodology.
- To be a reflective leader, displaying professionalism and commitment to all areas of school life.
- Support and manage Teaching Assistants in Nursery.
- To lead Key Workers in the collection and sharing of moderated assessments.
- Ensure effective communication with all colleagues (teaching and support staff).

### **Standard Main Scale Responsibilities**

- To be an exemplary practitioner, responsible for classroom management and organisation, planning, recording, reporting, and the delivery of the Nursery curriculum to the class group, within the policies of the school.
- To inspire children to become active participants and independent learners.
- To ensure the learning agenda is shared creatively with the children.
- To be enthusiastic about initiating and trialling new teaching and learning methodology and establish the new EYFS framework.
- To ensure regular formative and summative observations are made of each pupil in the class to monitor and maximise performance in relation to developmental bands.
- To implement new initiatives with clarity and commitment and display flexibility towards curriculum changes.
- To provide a stimulating, secure and safe learning environment, both inside and outside for the pupils, where children's work is well-displayed and pupils can interact with their child chosen learning opportunities.
- To be responsible for discipline in the classroom and in other areas of the school as appropriate and to exercise pastoral care over the class.
- To participate positively and enthusiastically in the Early Years Team and whole school initiatives and development.

- To be committed to parental and community involvement and to the whole life of the school.
- To participate in parents' evenings and school events outside of the teaching day as part of directed time in line with STPC.
- To ensure high standards in all aspects of school life and work by setting high expectations for our children.
- To be prepared to undertake further professional development, be reflective in their practice and participate in school review procedures.
- To be committed to personal staff development and training.
- To promote and safeguard the welfare of children, carrying out and acting upon risk assessments as necessary.
- Other duties as may reasonably be required.

### **Key Responsibilities and Duties of a Subject Leader**

- To take responsibility for an area of the curriculum throughout the whole school, including the planning, co-ordination, development and resourcing of that area.
- To lead, co-ordinate and manage effective learning and teaching across the school.
- To lead, develop and manage the curriculum across the school.
- To ensure plans and policies promote continuous school improvement linked to the school self-evaluation/learning improvement plan.
- To have a significant impact on the educational progress of pupils in the curriculum subject.
- To monitor and review impact and identify areas for development across the school.
- Provide training for staff on effective learning and teaching.
- Engage in and lead relevant professional development activities delivering training and support to staff as necessary.
- Lead and assist in staff meetings and INSET to further the development of the agreed area of responsibility.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Inform and report to colleagues, Governors and parents about that area of the curriculum.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community.
- Help build a school culture and curriculum which takes account of the richness and diversity of the school's communities.

### **Post-Threshold Expectations**

- Provide a role-model for teaching and learning
- Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well - being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in Coaching / Mentoring programmes and CPD opportunities identified by the school or, developed as an outcome of your appraisal.

- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

**Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed, but it will be reviewed annually as part of the appraisal process.

**Signature of post holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_



nurturing bright futures

# Potters Green Primary School

## Person Specification

Job Title: **Nursery Class Teacher**  
 Pay Scale / Grade: **TMS/UPS**  
 Responsible to: **Headteacher**

| Criteria                                                                             | Essential | Desirable | Assessed         |                 |                       |
|--------------------------------------------------------------------------------------|-----------|-----------|------------------|-----------------|-----------------------|
|                                                                                      |           |           | Application form | Exercise / Task | Interview /References |
| <b>Qualifications:</b>                                                               |           |           |                  |                 |                       |
| Qualified Teacher Status.                                                            | ✓         |           | ✓                |                 | ✓                     |
| Evidence of a commitment to continued professional development.                      | ✓         |           | ✓                |                 | ✓                     |
| <b>Experience:</b>                                                                   |           |           |                  |                 |                       |
| Experience of teaching across the Primary range.                                     | ✓         |           | ✓                | ✓               | ✓                     |
| Working in partnership with parents / stakeholders.                                  | ✓         |           | ✓                |                 |                       |
| <b>Knowledge and Understanding:</b>                                                  |           |           |                  |                 |                       |
| Intellectually robust with a good standard of education.                             | ✓         |           | ✓                | ✓               | ✓                     |
| Good subject knowledge of the Primary curriculum.                                    | ✓         |           | ✓                | ✓               | ✓                     |
| Knowledge of using effective assessment practice.                                    |           | ✓         | ✓                | ✓               | ✓                     |
| Possesses a good understanding of effective Inclusion Practice ie: SEND / EAL.       |           | ✓         | ✓                | ✓               | ✓                     |
| Possesses a good understanding of effective Safeguarding Practice.                   | ✓         |           | ✓                |                 | ✓                     |
| Possesses a good understanding of effective behaviour / class management strategies. | ✓         |           | ✓                | ✓               | ✓                     |
| Possesses a good understanding of                                                    |           |           |                  |                 |                       |

|                                                                                                                                          |   |  |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------|---|--|---|---|---|
| statutory regulations and guidance relating to the post.                                                                                 | ✓ |  | ✓ |   | ✓ |
| <b>Skills/Aptitude</b>                                                                                                                   |   |  |   |   |   |
| Ability to demonstrate a methodical, organised and flexible approach to work.                                                            | ✓ |  | ✓ | ✓ | ✓ |
| Ability to analyse data and evaluate the performance of pupil groups, pupil progress and plan appropriate action for school improvement. | ✓ |  | ✓ | ✓ | ✓ |
| Ability to establish and maintain effective working relationships.                                                                       | ✓ |  | ✓ | ✓ | ✓ |
| Ability to communicate effectively (both orally and in written form) to a variety of audiences.                                          | ✓ |  | ✓ | ✓ | ✓ |
| Ability to plan, organise and prioritise workload to meet deadlines.                                                                     | ✓ |  | ✓ |   | ✓ |
| Ability to remain calm and professional, even in difficult circumstances where conflict resolution is required.                          | ✓ |  | ✓ | ✓ | ✓ |
| Ability to maintain a high level of confidentiality and discretion at all times.                                                         | ✓ |  | ✓ | ✓ | ✓ |
| <b>Personal style and characteristics</b>                                                                                                |   |  |   |   |   |
| A mature and professional manner                                                                                                         | ✓ |  | ✓ | ✓ | ✓ |
| Possesses initiative                                                                                                                     | ✓ |  | ✓ | ✓ | ✓ |
| Self-motivated                                                                                                                           | ✓ |  | ✓ | ✓ | ✓ |
| Committed / Moral Purpose                                                                                                                | ✓ |  | ✓ |   | ✓ |
| Committed to CPD                                                                                                                         | ✓ |  | ✓ | ✓ | ✓ |
| Organised                                                                                                                                | ✓ |  | ✓ | ✓ | ✓ |
| Aspirational                                                                                                                             | ✓ |  | ✓ | ✓ | ✓ |
| Empathetic                                                                                                                               | ✓ |  |   | ✓ | ✓ |
| Flexible                                                                                                                                 | ✓ |  |   |   | ✓ |
| Approachable                                                                                                                             | ✓ |  |   |   | ✓ |
| Ability to work as a team player                                                                                                         | ✓ |  |   | ✓ | ✓ |

|                                       |   |  |  |   |   |
|---------------------------------------|---|--|--|---|---|
| Ability to remain calm under pressure | ✓ |  |  | ✓ | ✓ |
|---------------------------------------|---|--|--|---|---|