

MANOR PARK PRIMARY SCHOOL

Nursery Leader Job Description (MLT)

1. Name of teacher:
2. School in which employed: Manor Park Primary
Number on roll: 748
Phase:
3. Title of post held: Nursery Achievement Leader
4. Salary grade: TMS/UPS + TLR2a
5. Subjects required to teach: Full primary range
6. Line management responsibilities : to Headteacher
7. Requirements of the post

(i) As a class teacher:

Your post requires you to teach pupils in the range of 3 - 11 years, being the range of the pupils on roll.

To prepare, deliver, review and evaluate the aspects of the curriculum for which you have responsibility as a class teacher. This is to be undertaken in relation to agreed school policies, curriculum documentation and the School Improvement Plan.

(ii) As curriculum leader/member of a curriculum team:

Area of responsibility: to be negotiated

To prepare, review and evaluate an aspect of the whole school curriculum for which you have responsibility as curriculum leader/are a member of that curriculum team. This is to be undertaken in relation to agreed school policies, curriculum documentation and the School Improvement Plan.

8. As a class teacher to develop differentiated tasks for children in all areas of the curriculum.
 - to teach within a framework which reflects a whole school approach to learning
 - to carry out all other responsible duties as requested by the Headteacher
7. As a year group Achievement Leader

Principal responsibilities of the Achievement Leader:

- to participate in the teaching programme of the school and by example provide an outstanding professional model as a classroom practitioner
- to contribute to the professional development of colleagues in the year group through coaching and mentoring, demonstrating effective practice and providing advice and feedback to be a member of the Middle

Leadership Team and make a significant contribution to the Middle Leadership Team's overview of the school

- to be accountable for securing the highest standards of pupil achievement within the year group through leadership of identified key school improvement priorities, monitoring of pupil achievement and setting targets for improvement
- to lead and support staff within the year group, particularly those new to the school
- to lead curriculum development within the year group
- to organise and convene regular nursery team meetings, ensure that members of the year group are aware of the agenda and have the opportunity to contribute to the agenda
- to take a leading role in the pastoral care system of the year group and to provide support for behavioural management strategies
- to act as a first point of contact for parents and children
- to be responsible for home-school liaison for the year group, including provision of regular information to parents and maintaining the school website
- to provide advice and support to parents
- to ensure that there is continuity and co-ordination between the two nursery groups within the school and to liaise with other nursery staff and where appropriate feeder or receiving schools to ensure continuity for all children
- to take a leading role in the formulation, review and evaluation of school initiatives, policies, aims and objectives.
- to liaise with subject co-ordinators and other staff in matters relating to the curriculum for the year group, communicating ideas and data related to subject areas
- to assist the Headteacher in the overall running of the School with particular responsibility for the year group
- to organise and allocate duties and responsibilities to staff in the year group, including timetables for use of rooms, rotas, notices and supply cover
- to be actively involved in the School's Performance Management Scheme, including formulation of the School's Performance Management Plan, involvement both as a reviewee and a reviewer and to support and advise staff throughout the process.
- to provide guidance and support to colleagues in designing, implementing, reviewing, evaluating and modifying schemes of work within the school.
- to be involved in the ordering and organising of resources in consultation with other members of staff and to manage a year group budget

- to ensure compliance of staff with the Health and Safety at Work Act
- to foster good relations with Governors, Officers of the LA and other outside agencies
- to carry out all other reasonable duties as requested by the Headteacher

Time limited key task/s related to curriculum leadership. These are to be reviewed and allocated annually in line with School Improvement Plan priorities following discussion with the Headteacher or Deputy Headteacher.

Legislative requirements

Duties are to be performed in accordance with paragraphs 58.1 – 58.4 and 61.1 – 63.15 in the School Teachers' Pay and Conditions Document 2010.

Local Agreements

This job description is subject to those local agreements detailed in the Coventry City Council Personnel Handbook which has been agreed by the School's Governing Body.

This job description is subject to amendment in line with priorities identified in the School Development Plan, following consultation between the member of staff and the Headteacher.