

## Duties and Responsibilities

<b>Job Title:</b>	Teacher - 0.8
<b>Grade:</b>	TMS
<b>Department:</b>	Education
<b>Location:</b>	Hillfields Nursery School

### Job Purpose:

1. To undertake the professional duties of a school teacher as outlined in the School Teachers Pay and Conditions Document
2. As an Early Years Teacher, to teach pupils in the age range 2 – 5 years, being the pupils in the roll of the school

The post holder will also positively contribute to:

- Promoting the Nursery School's ethos and philosophy in its provision for children, families and the wider community.
- Dissemination of quality practice to other early years practitioners.

## Main Duties and Responsibilities:

### Teaching and Learning:

1. To be responsible for the planning, implementation and evaluation of an early years curriculum which is broad, balanced and appropriate to each individual child's needs.
2. To effectively plan, prepare, implement and evaluate a broad based curriculum in line with the Early Years Foundation Stage.
3. To involve all practitioners within the team in planning and evaluating the curriculum.
4. To be responsible for ensuring staff within the team observe, assess, record and monitor children's learning.
5. To maintain and monitor staff input in children's learning journals
6. To identify staff's skills and abilities in delivering the curriculum and supporting them to develop in a way that values their skills and expertise and develop new ones.
7. Attend and contribute to pedagogy and staff meetings to discuss and plan the curriculum and develop Hillfields Nursery School philosophy on education and care for 2-5 year olds.
8. To have specific responsibilities for leading a teaching and learning area.
9. To be responsible for planning implementation and evaluation of a safe, secure and challenging learning environment.
10. To ensure the environment is well organised and enables children to become independent learners and disseminate quality practice within Hillfields Children's Centre and Nursery School.
11. To be a good role model and support staff in providing displays and resources that reflect the cultural diversity of the children, promote the curriculum, provide information for families and celebrate children's achievements.
12. To work with the established behaviour policy to anticipate and support children's behaviour constructively promoting self control and independence.

### Working with Children:

13. To ensure the development of children's individual needs
14. Through inclusive practice provide for children with specific needs e.g., EAL, Gifted and Talented and SEND.
15. To work in conjunction with the identified SENCO to devise and implement plans for children with specific needs.

## Nursery Teacher JOB DESCRIPTION

16. To be responsible for ensuring that the appropriate curriculum is delivered through a balance of child initiated and adult supported learning through 1:1 or small group activities.
17. To be a role model and support staff in participating in children's learning and conversation to stimulate and extend language, promote queries and develop ideas.
18. To ensure that each child's personal care needs are met and to support staff within this role.
19. To be aware of their duties in fulfilling the policies and procedures of the nursery school in relation to the safety of the child e.g., Health and Safety Policy, Child Protection Policy.

### **Family Support:**

20. To make parents feel welcome and to be positively involved in their child's learning so parent /carers value their role in their child's development.
21. To promote a non-judgemental and approachable ethos so parents /carers feel able to ask for support and to work in partnership with staff at the nursery school.
22. To actively promote a range of opportunities, activities and training to meet and match the needs of families.
23. To be aware of the services provided by other agencies and to sign post parents /carers to relevant services.
24. To adhere to Hillfields Nursery School child protection policy which promotes an open and honest approach  
in dealing with the safety of the children.

### **Leadership and Management:**

25. To manage a small team and take a leading role within nursery meetings, as appropriate.
26. To ensure that staff ratios and all provision are in line with Ofsted's National minimum Standards.
27. To contribute to all statistical and personal records relating to children and ensure they are maintained.
28. To supervise staff in line with Hillfields Nursery School policies.

### **Professional Development:**

29. To continually develop knowledge, skills, and attitudes related to early education and integrated services through reading, courses and peer support.
30. Review achievements, training needs and areas for development through the performance management process.
31. To keep up to date with all current issues and initiatives, locally and nationally, related to education and care of Birth - 5 year olds and integrated services.
32. To attend relevant courses and learning activities and to update knowledge as required.
33. To attend training days as required.
34. To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.

To undertake any other duties commensurate with the post and deemed responsible by the Head Teacher.

Signed: ..... Teacher                      Date: .....

Signed: ..... Head Teacher                      Date: .....

"Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"