

HURLINGHAM NURSERY



Job Description

Job Title: Nursery Teacher

Accountable to: Head, Head of Nursery & Principal

Role: The responsibilities and duties of the Nursery Teacher are as follows:

Planning, Teaching and Classroom Management

1. Prepare lessons, activities and schemes of work, as appropriate, and as detailed on the School timetable, taking into account the needs, interests, experience and existing knowledge of your pupils.
2. Identify and follow clear learning objectives for each lesson and activity and specify how these will be undertaken to ensure progression in pupils' learning and development.
3. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, whatever their interests, needs, develop competencies and prior experiences might be.
4. Provide opportunities for children to use ICT, where appropriate.
5. Prepare children's work for displays.
6. Take responsibility for discipline when teaching and, jointly with colleagues, maintain a high standard of discipline throughout the School.

Monitoring, Assessment, Recording and Reporting

7. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving.
8. Meet with parents informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties.
9. Write reports on each child once a year and complete Two-Year-old Checks if applicable.

Professional Development

10. Keep up to date with current statutory requirements and educational practice through personal study, attendance at all staff meetings, including INSET training.
11. Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, presentation software for IWB, word-processing for planning.
12. Participate in the annual Professional Development Review.
13. Have an excellent working knowledge of teachers' professional duties and legal liabilities.

Pastoral Care

- 14.** Undertake standard Teacher duties, as required, including (but not limited to) pupil registration, teaching of Personal, Social, Health and Economic Education, and preparation of class assemblies.
- 15.** Liaise with other class teachers to ensure you are aware of individual children's pastoral needs.
- 16.** Provide a role model for the development of children's social behaviour and attitudes.
- 17.** Provide intimate care to children whenever necessary (for example, changing nappies)
- 18.** Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
- 19.** Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Head of Nursery, Head and Principal.
- 20.** Implement school policies and guidelines for pastoral care e.g. anti-bullying policy.
- 21.** Build and maintain positive relationships with parents.

Other Duties

- 22.** Ensure you keep informed about events, general school organisation and staff discussions by reading the minutes from whole school and key stage staff meetings each week.
- 23.** Taking part in events that may be during the evenings or, occasionally, at weekends, within reason.
- 24.** Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the Head of Nursery, Deputy Head and Principal.
- 25.** Have a good working knowledge of whole school policies and aims.
- 26.** Promote the ethos, good name and reputation of the school at all times.
- 27.** Any other reasonable request made by they Head of Section, Deputy Head or Head.

The Nursery School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head of Nursery, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham Nursery School in relation to the post holder's professional responsibilities and duties.