

Hurlingham Nursery



Job Description

Job Title: Nursery Teacher

Accountable to: Head, Head of Nursery & Proprietor

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

Planning, Teaching and Classroom Management

1. Prepare activities, resources and schemes of work, as appropriate, taking into account the needs, interests, experience and existing knowledge of your pupils.
2. Ensure that activities build on prior experiences, skills and knowledge 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, developmental competencies and prior experiences might be.
4. Provide opportunities for children to use technology, where appropriate.
5. Use creativity and imagination to make the learning environment an inviting and exciting place for children to play and learn in.
6. Have high expectations in terms of behaviour and, jointly with colleagues, maintain high behaviour expectations throughout the School.

Monitoring, Assessment, Recording and Reporting

7. Make effective use of Tapestry to record observations of children's work, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving.
8. Meet with parents informally and formally as required, to discuss children's well-being, progress and individual needs, drawing attention to special skills and talents, as well as any barriers to learning.
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 self-appraisal cycle.
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 and teaching of PSED.
15. Liaise with other class teachers to ensure you are aware of individual children's pastoral needs.
16. Be a role model for 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 Proprietor.
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 attending or reading the minutes from relevant meetings.
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 Proprietor.
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 the Head of Nursery, Deputy Head or Head.

Hurlingham Nursery provides 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 a warm and welcoming environment centred around 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.