

Rectory CE Primary School, Nursery Unit & ASD Provision

JOB DESCRIPTION:

Title of Post: Part Time Nursery Teacher
Subject Leader

Salary Scale: Mainscale

Responsible to: Head Teacher

Purpose of Job:

To take responsibility for the planning, assessment and organisation of appropriate play and learning opportunities, indoors and outdoors, in response to the developmental needs and interests of the identified age groups under the leadership of the Foundation Stage Manager.

To provide for the educational, social, moral, spiritual and cultural development of each individual child in the allocated class.

To lead the development of an agreed subject throughout the school

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document, specifies the professional duties required to be carried out by all teachers. In addition a teacher employed as a teacher in a school, shall perform, in accordance with any directions which may reasonably be given to them by the Headteacher from time to time, such particular duties as may reasonably be assigned to them.

General Duties

- To promote the positive Christian ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- Take responsibility for the planning and organisation of appropriate play and learning opportunities, indoors and outdoors, in response to the developmental needs and interests of the identified age groups under the leadership of the Foundation Stage Manager
- Provide a high quality, stimulating learning environment, organising resources to be accessible and deploying support staff to fully support children's play and learning.
- Work collaboratively with other members of the Early Years Team.
- Observe, monitor and record children's development and learning, maintain appropriate records.
- Promote the inclusion of all children and show due regard to the SEN Code of Practice. Identify and monitor the progress of children with special needs, prepare individual plans and liaise closely with families, other practitioners and outside agencies.
- To communicate and co-operate with other agencies where appropriate to support the educational development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
- To be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To manage children's behaviour in a consistent, developmentally appropriate manner, supporting other members of staff when required. To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy.

- Develop and maintain good relationships with parents/carers, working in partnership to meet children's individual needs, celebrate their achievements and to plan the next steps in their learning.
- Take responsibility for providing a safe environment, ensuring all equipment and resources are well maintained and conform to safety standards.
- To be committed to attending relevant training and in-service courses to further personal professional development.
- To follow policies and procedures when recording accidents and incidents.
- To attend regular team meetings. To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements as required.
- To work within agreed Early Years policies.
- To support the planning and organisation of any additional childcare provision in the Nursery under the leadership of the Foundation Manager
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting all concerns to the Headteacher.
- To inform the Head Teacher immediately of any concerns regarding a pupils welfare
- To take responsibility for understanding the part one plays in the progress of the School Improvement Plan/ Improving Teaching and Learning Plan and contributing to it accordingly.
- To lead assemblies and to attend assemblies as appropriate.
- To provide reports to parents/carers, governors and the Senior Leadership Team about school matters and pupils progress.
- To supervise pupils as requested by the Head Teacher.

Teaching

- To provide a stimulating, yet calm and purposeful environment that promotes enquiry, activity and enjoyment.
- To ensure that children are secure within the school building at all times.
- To expect a high standard of care and behaviour from the children.
- To contribute to the planning, preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.
- To teach lessons according to the individual needs of pupils, having high expectations and setting challenging targets.
- To assess and record children's progress, using agreed pupil tracking materials to ensure that they are making at least expected progress.
- To liaise with Senior Leadership Team and SENCO to ensure that effective interventions are put in place for children who are not making expected progress.
- To liaise with the SENCO to ensure that the needs of the children on the school's Special Educational Needs register are effectively being met and that they are making expected progress.
- To promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
- To plan, organise and manage the work of the Learning Support Assistant[s] assigned to the class in order to have a positive impact on pupil progress.
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner.

- To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- To participate in performance management reviews in line with school policy.
- Such other duties commensurate with the grade of the post as may be assigned to accommodate the developing needs of the school.

Subject Leader Responsibilities

- To formulate and review policy documentation as set out in the School Improvement Plan and in line with the Policy Review Cycle, in full consultation with staff and governors.
- To write Action Plans for improvement in an agreed subject and evaluate the effectiveness of the plans on an annual basis.
- To support EYFS colleagues / Senior Leadership Team with developing schemes of work, ensuring progression and continuity across year group.
- To liaise with the whole school to ensure progression and continuity.
- To lead staff development meetings for teaching and support staff as agreed by the Headteacher.
- To attend relevant courses and meetings and evaluate and report to the Headteacher and other staff on the essential issues covered.
- To keep up-to-date with current trends and research and debate this as appropriate.
- To take an active role in organising special curriculum events as agreed with the Headteacher.
- To contribute information to parents/carers meetings.
- To liaise with members of the Governing Body enquiring about a particular subject, to inform them of the progression of the Action plan.
- To provide regular written reports to the Governing Body as requested by the Head Teacher.