



St Wystan's

A REPTON SCHOOL

Headteacher: Mrs Karan Hopkinson, MA

JOB DESCRIPTION LEAD NURSERY TEACHER

Responsible to:	Headteacher
Hours of Work	Part Time (15 hours per week – 3 hours per day Monday to Friday term time) One Year Fixed Term Contract - Academic year 2021-2022
Job Overview	To oversee the development and management of the teaching and learning in our Nursery. To teach pupils in the EYFS and carry out such other associated duties as are reasonably assigned by the Head.
Duties and Responsibilities:	Teaching and Learning <ul style="list-style-type: none">• To promote the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the school.• Undertaking responsibility for a Nursery class as part of a hard-working and knowledgeable EYFS team• Assessing, recording and reporting on the development, progress and attainment of pupils, as well as on their personal and social needs• Creating a classroom where children work in a purposeful and stimulating environment that supports a wide range of learning styles• Teach a balanced Curriculum and to ensure that each child fulfils his or her potential by providing teaching and learning of a high standard• Initiate, manage, monitor and evaluate change within the Nursery in order to improve practice.• Facilitate equality of provision (resources and teaching) across the whole Nursery team. Manage the organisation, maintenance and provision of materials, resources, equipment and furnishings within the team, being responsible for ordering within the allocated budget with the Bursar.• To promote a safe, stimulating and caring Early Years learning environment within the Nursery. To work with the team to provide high quality care and to promote and maintain high standards of good professional practice.



- Set priorities and coordinate action plans for the Nursery classes that lead to the best educational experience for the children.
- Support marketing and admissions in maintaining positive links and promote the facility in the local community. Effectively communicate information to prospective families and provide guidance and reassurance to families.
- To work in a supervisory capacity with the Nursery and key workers to provide high quality reports and provide relevant detail of children's progress.
- Maintain links with the Derbyshire County Council Early Years Team via cluster meetings/Early Years staff training.
- To keep abreast of current thinking by attending courses and continuing your own professional development. Build relationships and visit other EYFS settings.
- Foster a team spirit amongst the staff. To identify and support further continued professional development within the Early Years Team.
- Any other duties the Head Teacher deems necessary.

Leadership Communication and Organisation

- To liaise with EYFS team.
- To implement the Framework for the Early Years and Foundation Stage.
- To support EYFS staff in delivering the Early Years curriculum.
- To promote and facilitate multiagency working with the LEA, SENCO, health professionals and other multi agency staff.
- To supervise the assessment of the children on 'Tapestry'.
- To attend whole school staff meetings (pro-rata).
- To ensure that adequate resources are made available to the Nursery/ Foundation Stage.
- To lead a programme of induction for new nursery staff.
- To report the Nursery profile results to the Head Teacher.
- Arrange cover for Nursery staff absences.
- To develop a close partnership with parents and to keep them informed of the work of the setting.
- To make parents feel they are part of the St Wistan's family. Provide welcome information events at the start of new academic years and welcome packs.
- Ensure there are other regular events for parents to participate in.eg Mother's Day Tea, Father's day afternoon and Teddy Bear's Picnic.
- To make sure parents/carers are kept fully informed with settling in visits and Transition arrangements.
- Ensure parents are included in record keeping monitoring and reviewing the progress of their child by promoting parent partnership.
- Liaise with other team co-ordinators to ensure continuity and progression.
- Contribute to school development plan.
- Ensure that the Nursery team work together effectively and efficiently, by providing excellent organisational ability, leadership skills.



	<ul style="list-style-type: none"> • Having a detailed and thorough knowledge of The Early Years Curriculum. To motivate, inspire, challenge and support staff and pupils by; Leading by example and setting high expectations. • Embracing and personally demonstrating the school’s ethos, vision and values, expecting the same of all staff and pupils. • Having a commitment to teamwork demonstrating this positively through clear, professional communication, valuing every member of the school community and collaborative working. • Showing an enthusiastic and positive approach to putting into practice new initiatives, motivating and inspiring others, to ‘have a go’ and then be evaluative. • Showing resilience and supporting others during challenging and stressful situations • To promote learning and celebrate achievement through bright and varied education displays. <p>Training and Development</p> <ul style="list-style-type: none"> • Regularly review your own practice, and in collaboration with your Line Manager, to set personal targets and take responsibility for own continuous professional development. • Participate in the annual performance review process. <p>General Requirements</p> <ul style="list-style-type: none"> • Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Maintain positive, courteous relations with students, parents and colleagues. • Regularly contribute to the School’s programme of extra-curricular activities. • Share regular supervisory duties as required. • Maintain good order and discipline among pupils and to support and contribute to the School’s responsibility for safeguarding their students. • Attend all major school events such as Open Day, Speech Day, Sports Day. • Promote the good name and reputation of the School. • Adhere to School policies and procedures.
<p>Key Skills & Knowledge</p>	<ul style="list-style-type: none"> • Outstanding qualified practitioner with strong knowledge of child development. • Knowledge of current educational thinking, initiatives and issues. • Knowledge and understanding of safeguarding procedures. • IT literate.



Personal Competencies & Qualities:	<ul style="list-style-type: none">• Enthusiastic individual possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, colleagues and parents.• Proven ability to inspire pupils.• Ability to plan, prioritise and manage a varied workload.• Team focused: shares knowledge and information with other members of staff to promote good practice.• Focuses on what needs to be delivered: understands what is needed and responds promptly.• Commitment to the highest standards of educational and pastoral care for all pupils.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none">• Part-time teaching hours as specified in your contract.• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time.• Salary dependent on experience up to SWS pay scales M6 (pro-rated). <p>Safeguarding Children</p> <ul style="list-style-type: none">• St Wystan's School & Nursery is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check.