Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	**NURSERY TEACHER**
JOB PURPOSE	To ensure the effective teaching in the Primary Curriculum so that students can develop skills and knowledge
GRADE:	MPS
RESPONSIBLE TO:	Head teacher

MAIN DUTIES AND RESPONSIBILITIES

The Teacher is responsible for contributing to the teaching of pupils of all abilities in a Nursery classroom. The fluid nature of the development of the school will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.

Curriculum

The class teacher will be required to:

- Ensure that the aims of curriculum and the knowledge, skills and attitude to be imparted to students through the curriculum, are in keeping with the aims of the school.
- Work with colleagues on the development and delivery of teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements appropriate to the delivery of the curriculum.
- Plan and prepare resources and lessons.
- Deliver an exciting and engaging curriculum to the children.
- Assess, record and report on student progress, and on the personal and social needs of students.
- Promote the progress and wellbeing of individuals.
- Ensure that pupils with special needs, gifted or less able, are catered for appropriately; to liaise with the SENCO on pupils with learning difficulties.
- Play an active part in ensuring that all pupils are working to their potential and achieving improved standards.
- Provide guidance on educational and social matters.
- Participate in all arrangements for assessment.
- Review methods of teaching.
- Communicate and consult with parents of pupils.
- Communicate with appropriate persons or bodies outside the school.
- Participate in meetings arranged for any of the purposes above.
- Participate in statutory arrangements for appraisal.
- Participate in arrangements for training and professional development.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school

- Ensure that Health and Safety issues are properly understood and procedures followed.

Staff

The class teacher will be required to:

- Co-operate with colleagues on all professional matters.
- Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when staff members are absent.

Communication and meetings

The class teacher will be required to:

- Attend and contribute to appropriate meetings.
- Support effective communication by forwarding topics / issues for consideration at meetings and any relevant documentation.

Finance

The class teacher will be required to:

- Observe budgetary control measures, contribute to monitoring expenditure as required, and make effective use of available resources.
- Contribute to the maintenance of effective resources for learning - textbooks, pupil's materials, equipment, rooms.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Qualified Teacher status	Y	
Appropriate numeracy and literacy qualifications	Y	
Evidence of continuing professional development	Y	
Experience		
A good understanding of primary practice	Y	
Experience in EYFS	Y	
The experience of supporting students of differing abilities and backgrounds	Y	
Previous experience of teaching Primary pupils	Y	
Experience of the OFSTED inspection		Y
Knowledge and Skills		
A thorough knowledge of and enthusiasm for literacy and reading in particular	Y	
A good understanding of how children learn and can actively promote and support developments in teaching and learning	Y	
Have high expectations of student achievement and behavior	Y	
Demonstrable track record of success	Y	
Experience of Phonics		Y
A competent user of ICT	Y	
Professional Characteristics		
An outstanding teacher	Y	
An ability to use strategies to improve pupil attainment	Y	
Excellent organizer	Y	

An ability be an active team member, to achieve the Academy's aims	Y	
An ability to communicate clearly to a number of different audiences	Y	
An ability to encourage and motivate and enable students	Y	
An ability to promote strong links with parents and the wider community	Y	
A willingness to develop knowledge and skills to prepare for further promotion	Y	Y
Enthusiasm	Y	
Sense of humour	Y	
Good interpersonal skills	Y	
The drive to make a difference	Y	

Signed: _____ Date: _____

Print name: _____