**Location**: **Weston Way Nursery School**

**Pay grade: MPS/UPS**

**Purpose of the role:**

* Assist the Headteacher and Deputy Headteacher in leading and managing the school as required
* Have responsibility for and oversee the management of provision
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)
* Meet the expectations set out in the Teacher’s Standards
* Fulfil duties reasonably directed by the Headteacher

**Accountability:** The post holder is managed by the Headteacher.

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

**Responsibilities:**

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| In addition to the core teaching responsibilities set out below, the class teacher will be required to:* Contribute significantly to the direction of the School Improvement Plan taking account of the priorities of the school
* Work closely with the Headteacher and Deputy Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils
* Take overall responsibility for the coordination of teaching, planning and learning each day
* Take overall responsibility for the quality and standards of teaching and learning
* Encourage good working practices and provide leadership, direction and support to both teaching and support staff
* Oversee all aspects of the organisation and management, including the preparation and chairing of meetings
* Ensure the effective transition of children to nursery and onwards to feeder settings and if necessary, communicate with other leaders to ensure continuity and progression
* Make a significant contribution to the schools’ leadership tasks as a member of the senior management team
* Evaluate achievement, attainment and pupils progress data and provide reports to the senior leadership team and governors as required
* Monitor standards of behaviour across the nursery
* Manage and facilitate the induction process of new members of staff
* Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
* Support preparation for external visits, OFSTED inspections and action any recommendations that may result from inspection

**Teaching:*** Be responsible for the quality of the teaching and learning of all pupils, including the learning environment
* Plan and teach well-structured lessons, following the school’s plans and curriculum
* Assess, monitor, record and report on the learning needs, progress and achievements of children

**Whole-school organisation, strategy and development:*** Contribute to the development, implementation, monitoring and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the school’s vision and values
* Work with others on curriculum and/or pupil development to secure coordinated outcomes

**Health and Safety:** * Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
* Promote the safety and wellbeing of pupils
* Be the nursery First Aid Lead
* Maintain a therapeutic approach to behaviour effectively to ensure a positive and safe learning environment.

**Working with colleagues and other relevant professionals:*** Collaborate and work with colleagues and other relevant professionals within and beyond the school, ensuring that all views are acknowledged and respected
* Develop effective professional relationships with colleagues

**Management of staff and resources:*** Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
* Monitor quality and standards of resources delegated to them

**Professional development:*** Take part in the school’s performance management procedures
* Take part in further training and development in order to improve own teaching and overall performance
* Lead performance management and professional development of assigned members of the team and wider team where appropriate
* Leads and supports school and college student placements

**Communication:*** Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors
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**Equalities**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

**Safeguarding and Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR); and report all concerns to an appropriate person.

# Data Protection (GDPR)

To be aware of and comply with responsibilities under the Data Protection Act (1984) and General Data Protection Regulation (May 2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

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| **Knowledge** DegreeIntermediate knowledge of ICTWorking knowledge of Health, wellbeing and safetyAwareness of keeping children safe Knowledge of First Aid (Paediatric First Aid or First Aid at Work desirable)Knowledge of Data Protection and confidentialityUnderstanding of the nursery ethos and valuesAbility to manage children in a nurturing wayUnderstanding of statutory and non-statutory frameworks for the nursery curriculum Understanding of SEN code of practice and disabilities legislation | **Competencies**Communication (written and verbal)Problem SolvingTeam workingActive ListeningDriveMonitoringDecision makingSensitivityPeople managementAdaptabilityManaging relationships |

**Staff members name:**

**Staff members signature:**

**SLT member’s name:**

**SLT member’s signature:**

**Date:**

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance management process*

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the nursery school.*