



## ELMTREE INFANT AND NURSERY SCHOOL

### JOB DESCRIPTION – NURSERY LEAD

**Hours:** 34 hours per week (Term Time Only – including INSET Days)

**Pay:** Bucks Pay 3

#### **The purpose of the job to:**

- Prepare teaching materials, set up the classroom and organise displays.
- Plan and teach activities and work with small groups of children.
- Talk to parents and carers about their children's progress.
- Prepare timetables and provide guidance to support Teaching Assistants.
- Follow safeguarding procedures.
- Organise enrichment activities.

#### **Duties and responsibilities**

- Plan and teach well-structured EYFS activities, following the school's plans, curriculum, and schemes of work.
- Produce teaching and learning materials and resources which are appropriate to EYFS age and ability.
- Assess, monitor, record and report on learning needs, progress, and achievements of assigned children, making accurate and productive use of assessment.
- Support children's learning, either in groups or through 1:1 work under the direction of the Early Years Lead.
- Ensure children can use equipment and materials provided.
- Motivate and support children.
- Develop the physical, intellectual, emotional, and social skills of the children.
- Prepare activities, ensuring that appropriate materials/equipment are available.
- Direct the preparation and adaptation of teaching aids, games, and worksheets.
- Develop strategies to support learning of all children.
- Understand the specific needs of individual children with additional needs.

#### **Supporting children's self-esteem, inclusion, and behavioural development**

- Encourage an acceptance and inclusion of all children.
- Develop methods of promoting / reinforcing the children's self-esteem and independence.
- Provide individual supervision in and out of the classroom for children with challenging behaviours.
- Establish a supportive relationship with children.
- Reinforce the school ethos, e.g., expectations of behaviour within class and elsewhere on the school site.
- Supervise children on outings and school activities.
- Meeting children's pastoral needs for praise, comfort, encouragement, reassurance, and care.

#### **Provide physical / personal care to children where required**

- Take responsibility for the welfare and hygiene of children, including changing and cleaning as necessary.
- Undertake speech therapy exercises following instruction and advice from a qualified therapist.

#### **Supporting the Headteacher / Early Years Lead**

- Share outstanding EYFS practice, knowledge and expertise throughout the school as appropriate.
- As directed by the Early Years Lead, adapt and interpret activities and instructions to children.
- In conjunction with the Early Years Lead (and other professionals as appropriate) develop system/s of recording pupil progress and contribute to the maintenance of this record.
- Provide regular feedback about children to the Senior Leadership Team.
- Ensure effective communication / consultation with children's parents / carers.
- Ensure cover supervision is in place where required.

#### **Supporting the curriculum**

- Support the delivery of the Early Years Foundation Stage curriculum along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.



### **Supporting the school**

- Manage the setting up, storing, retrieving and general maintenance of classroom equipment and teaching aids, e.g., computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.
- Ensure the hygiene of the teaching environment in cases of sickness or soiling.
- Ensure health and safety policies and practices including risk assessments are implemented as necessary
- Be fully aware of school policies, procedures, and practices.
- Promote teamwork and ensure effective working relations.
- Create a safe, welcoming environment.

### **Communication**

- Communicate effectively with children.
- Maintain strong relations with parents / carers and representatives of other agencies e.g., Health, Social Care.

### **Health and safety**

- Promote the safety and wellbeing of all children.
- Maintain a safe learning environment by managing behaviour effectively in accordance with the school's behaviour policy.
- Maintain current and accurate safeguarding records e.g., through CPOMS.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School.
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

### **Professional development**

- Attend mandatory school induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours).
- Complete regular (at least annual) training on subjects including safeguarding.
- Take a proactive role in the school's appraisal procedures.
- Take part in further training and development to continually improve.
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post.

*All staff have responsibility to take reasonable care for the Health and Safety of themselves and others when undertaking their work. All staff are responsible for cooperating with the Multi Academy Trust, School Governors and Headteacher on all matters relating to health and safety by complying with Elmtree School's Health and Safety Policy.*

*All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.*