

Preston Primary School.

Job Description Nursery Teacher

To work under the Conditions of Employment of Teachers, other than Head Teachers, as specified in **current School Teachers' Pay and Conditions Document 2009.**

Professional duties

The following duties shall be deemed to be included in the professional duties which you, as a teacher, may be required to perform:

Margin Heading of Professional Duty Paragraph	Detail of Particular Responsibility(ies) to be undertaken in this respect.
Teaching children,	Normally, to teach children of Foundation Stage. To plan and prepare work appropriate to the development of the children according to their educational needs. To assess, record and report on the development progress and attainment of the pupils.
Other activities	To promote the general progress and well being of the pupils, providing guidance on educational and social matters and to make records and reports on their personal and social needs. To consult and communicate with parents and to communicate and co-operate with persons or bodies outside the school, participating in meetings arranged for this purpose.
Assessments & Report	To provide or contribute to, oral and written reports, references relating to individual pupils and groups of pupils. To complete the Preston Nursery Assessment Record and Aspects Entry Profile and report results to parents. This will include oral and written reports on children with special educational needs.
Performance Management	To participate in arrangements made in accordance with The Performance Management System which became a statutory Requirement from September 2007. To agree objectives which will cover pupil progress as well as developing and improving practice.
Review: Further Training and Development	To review, from time to time, your methods of teaching and programmes of work and to participate in arrangements for your further training and professional development as a teacher.
Educational Methods	To advise and co-operate with the Head Teacher and other teachers, on the preparation and development of courses of study, teaching materials, teaching programmes and pastoral arrangements.

Discipline, health and safety	To maintain good order and discipline among the pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
Staff meetings	To participate in meetings at the school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements.
Cover	To cover for absent teachers, under the arrangements as laid out in our Cover Policy 2009
Management	To contribute to the professional development of other teachers and non-teaching staff. To take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the school. To assist the Head Teacher and Staff to implement the Equal Opportunities and Multi-Ethnic Policies of the school.
Administration	To participate in the administrative and organisational tasks related to such duties as are described above. To register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Exercise of particular duties

Management	Nursery - p.m. Session
Administration	To collate children's personal information and organise admittance procedures into the Foundation Stage. In conjunction with the Reception Class Teacher (within the Foundation Stage), To organise afternoon and lunchtime sessions, as part of the induction process for children entering the Reception Class. To organise the ordering of materials and other resources for the Foundation Stage.

This Job Profile may require periodic amendment, in the light of the changing needs of the school and/or your professional development and your increasing experience and expertise. It is subject to review at the request of the Head Teacher or yourself at any time but, as a minimum, at least annually.

Mrs. S. Winters Head Teacher

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