

JOB DESCRIPTION

Post: Early Years Nursery Teacher

Responsible To: Nursery Manager

Summary of Post:

The Early Years Teacher will fulfil the professional responsibilities of a nursery teacher, providing excellent learning opportunities for children in the Nursery.

Specific Duties

Teaching

1. To meet the Teachers Standards.
2. Ensure high-quality provision through quality first teaching and learning and subject leadership which meets the needs of all children, pupils and students to enable them to meet or exceed their potential.
3. Plan, teach and deliver well-structured learning opportunities to nursery children.
4. Assess, monitor, record and report on the learning needs, progress and achievements of assigned children, making accurate and productive use of assessment.
5. Adapt planning, learning environments and provocations to respond to the strengths and needs of children.
6. Set high expectations which inspire, motivate and challenge children, following their interests and responding to their needs.
7. Promote excellent relationships with children and their families.
8. Demonstrate good curriculum knowledge and ensure planning and opportunities meet the EYFS curriculum.
9. Participate in arrangements for preparing children for their next steps.

Whole-Nursery organisation, strategy and development

1. Contribute to the development, implementation and evaluation of the Nursery's policies, practices and procedures, so as to support the school's values and vision.
2. Make a positive contribution to the wider life and ethos of the setting.
3. Work with others on curriculum and child development to secure strong outcomes.

Health, safety and discipline

1. Promote the safety and wellbeing of children.
2. Maintain good order and discipline among children, managing behaviour effectively to ensure a good and safe learning environment and follow all policies and procedures.

Communication and Working with colleagues and other relevant professionals

1. Communicate effectively with children, parents and carers, other agencies and the Nursery Team.
2. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
3. Develop effective professional relationships with colleagues.

Personal and professional conduct

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

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent Early Years Practice	✓	✓	6
2.	Knowledge of effective teaching and learning strategies with a good understanding of how children learn	✓	✓	6
3.	Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	✓	✓	6
4.	Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations and to meeting children's needs.		✓	4
5.	Ability to build effective working relationships with children	✓	✓	6
6.	Actively contribute to the Nursery's and wider College group Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
7.	A commitment to getting the best outcomes for all children and promoting the ethos and values of the Nursery	✓	✓	6
8.	High expectations for children's attainment and progress		✓	6
9.	Ability to liaise effectively with outside agencies, parents/carers and guardians.	✓	✓	6
10.	Good ICT skills, particularly using ICT to support learning		✓	4
11.	Ability to work as part of a team	✓	✓	6
12.	Awareness of the importance for confidentiality	✓	✓	6

Experience				
1.	Successful relevant experience of working with children of relevant age within a learning environment.	✓	✓	4
Specialist Knowledge				
1.	Knowledge and understanding of EYFS Curriculum	✓	✓	6
2.	Detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.	✓		4
3.	Knowledge and compliance with policies and procedures relevant to child protection and health and safety	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Any of the following: Qualified Teacher Status (QTS), Early Years Teacher Status (EYTS) or Early Years Professional Status (EYPS)	✓		6
4.	Degree	✓		6
5.	Evidence of continuing education and training e.g. Workshops and online training	✓	✓	4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.