



PANSHANGER PRIMARY SCHOOL JOB DESCRIPTION

POST:	Nursery Teacher
CURRICULUM RESPONSIBILITY:	TBC
SALARY SCALE:	Main
TO WHOM RESPONSIBLE:	Headteacher / Deputy Head

PURPOSE OF THE JOB

To deliver high quality teaching and learning to pupils who are assigned to the postholder.

JOB CONTEXT

- The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.
- All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.
- For early career teachers, subject leadership will not be allocated during the first year of employment at the school.

GENERAL DUTIES

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The list below is not exhaustive but duties include:

- The education and welfare of a designated group of pupils in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the aims of the school and any policies of the Governing Body.
- To maintain a high standard of order and discipline, sharing in the corporate responsibility of all adults employed by the school for the well being and conduct of the children.
- To record the progress of each pupil through individual reports to parents and class and individual records.
- To supervise the work of any support staff, including teaching assistants and support teachers, who are assigned to work with the postholder's pupils.
- To communicate effectively with parents through formal and informal meetings and consultations.
- To communicate effectively with professional agencies with whom the school may be involved, such as Ed. Psych., EWO, or Social Services.
- To attend staff meetings and assemblies as required.
- To register pupil attendance.
- To participate in school rotas for playground and indoor supervision.

- To carry out any additional duty which may reasonably be requested by the Head from time to time.

SUBJECT LEADER RESPONSIBILITIES

The teacher will fulfil their function as subject leader through:

- Personal INSET to keep themselves informed of developments in their field.
- Planning INSET and briefing meetings for colleagues.
- Monitoring standards, planning and children's work in the given subject
- Dissemination of relevant information on actions, curriculum, courses, events etc.
- Maintenance of equipment and stock within delegated budget and identification of long term or major items of expenditure.
- Periodic briefing meetings with the Head.
- To contribute to the School Improvement Plan and implement relevant actions within agreed timescales.

REVIEW OF DUTIES

- The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.