



## THE BUCHAN NURSERY

*Westhill, Castletown*

### Job Description: Full Time Nursery Teacher

#### Main Duties and Responsibilities

##### *Internal Responsibilities and duties*

- Responsible to the Head of Nursery & The Buchan School Headteacher
- To plan and deliver effective implementation of the daily EYFS curriculum in a safe, welcoming and inclusive environment
- To create and maintain a happy and stimulating environment
- To implement the aims and policies of the school
- To work as a team in the inclusive practice of all children
- To be aware of child protection issues and report any concerns
- To understand basic first aid as required- to be willing to undertake Paediatric First Aid Training and other specialist medical training
- To keep up to date with all relevant legislations and regulations
- Provide feedback and work in partnership with key parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in Nursery life
- To plan and deliver a full range of activities which will allow each child to fulfil their potential
- Create and plan lessons and next steps implementing the EYFS curriculum
- Actively engage children in meaningful experiences, using flexible planning to ensure the needs are met of individual children
- To instigate and prepare educational activities using resources, classrooms and equipment in the indoor and outdoor learning environment
- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children
- To effectively manage and organise groups of children e.g. academic activities, reading, outdoor activities, educational visits etc
- To keep up to date in meeting the needs of children with additional learning needs.
- To record observations and assessment of children's learning and development, ensuring records are kept up to date, are of a high standard and are shared effectively
- To establish a good working knowledge of each child to form positive relationships with parents

##### *Responsibilities as a staff member*



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- To comply with all policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles
- To work with professionalism and confidentiality at all times
- To work as part of a supportive staff team within the Buchan Nursery & The Buchan School
- To attend meetings as appropriate
- To attend occasional Nursery events which may fall outside of working hours, such as Parents Evening and Curriculum Evening
- To play a full and active role in the Nursery's professional development including dedicated training days (INSET days and twilight Sessions)
- To promote the ethos and activities of the school at all times
- To positively contribute to the achievement of the school goals, development plan and other initiatives
- To comply with all health and safety at work requirements as laid down by The Buchan Nursery & The Buchan School

### *Flexibility Clause*

- To undertake tasks of a similar nature and level as requested by the Head of Nursery or Headteacher of The Buchan School

### *Variation Clause*

- This is a description of the job as is constituted at the date shown below. It is the practice of KWC and The Buchan School to periodically examine job descriptions, updating them to ensure that they relate to the job performed, or to incorporate any proposed changes. This will be conducted by the appropriate manager in consultation with the post holder.



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## Person Specification

**POST TITLE: \Nursery Teacher**

	CLASSIFICATION OF REQUIREMENTS	
	ESSENTIAL (Must Possess)	DESIRABLE (would be advantageous)
<b>EDUCATION/TRAINING</b>		
EYFS teacher qualification	*	
Experience working within a Nursery setting	*	
Track record of CPD	*	
Experience working with pupils with additional educational needs		*
First Aid/Paediatric First Aid Training/additional specific medical training		*
<b>WORK EXPERIENCE</b>		
Evidence of a sound knowledge and understanding of EYFS	*	
Committed and proactive to delivering excellent teaching	*	
Ability to set appropriate and challenging expectations for pupils' learning and motivation		*
Ability to assess how well objectives have been achieved and use this to inform future planning		*
Knowledge of assessment and reporting in line with the EYFS	*	
Good ICT skills	*	
Ability to identify pupils with additional learning needs and knowledge of how to support their learning		*
Graded good or Outstanding in recent lesson observations		*



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<b>ACHIEVEMENTS</b>		
Passionate and confident in the classroom	*	
Evidence of building positive relationships	*	
Ability to communicate with pupils, staff and parents	*	
Evidence of contributing to whole school policies		*
Evidence of supporting pupils with complex medical or additional educational needs		*
Available for an interview and observation	*	
<b>SKILLS AND COMPETENCIES</b>		
Excellent communication skills	*	
A committed and experienced practitioner	*	
Well-grounded ICT skills	*	
A capacity to work under pressure, prioritise and meet targets to fit in with the demands of the school schedule	*	
The capacity to be flexible and take direction	*	
High commitment to working within a well established team	*	
A person who reflects the high levels of commitment to the vision and ethos of The Buchan School and King William's College	*	
Ability to work effectively within a team of professionals to support the development of pupils	*	
A commitment to following all School policies	*	
A desire to develop the role and take part in further training	*	