



Little Angels Fun Club and Nursery

Job Description

Nursery Teacher

Purpose of Post

1. Ensuring a high standard of physical, emotional, social and intellectual education and care for children placed in the nursery school.
2. Supervision of and support to the other personnel within the nursery school therefore implementing high standards of quality practices.
3. The day to day management of the Nursery in terms of organising and implementing the curriculum for the Foundation Stage.

Key Areas

1. High Standards of Care and Education of the Children.
2. Team Building and Staff Management within the nursery school.
3. Planning, assessment and record keeping for the children receiving education in the nursery school.

Responsible To:

Senior Nursery Teacher/ Nursery Manager

Main Duties

1. To provide a high standard of quality care and education.
2. Be aware of and act in accordance with current legislation, policy and procedures.
3. To be responsible for all nursery school staff, students and voluntary workers. Supervising and supporting all personnel within nursery school in their day to day duties including induction, appraisal, training and development, and individual supervision.
4. Working in partnership with parents / carers and other family members. Supplying parents with information about the nursery school and updating them on relevant changes. Disseminating information to parents on a regular basis and giving feedback to nursery personnel as appropriate.
5. Liaising with the Local Authority and other professional bodies associated with the nursery.
6. Overseeing the efficient upkeep of equipment, furnishings and fittings within nursery school, encouraging staff and children to do the same.
7. Being responsible for all records on the children, maintaining and developing the record keeping structure.
8. Keeping personnel records on staff within the nursery school in relation to their care and education of the children.
9. Co-ordinating with appropriate agencies regarding children with additional needs and supervising accordingly, working alongside the SENCO.
10. Co-ordinating /chairing team meetings as appropriate including agendas and minutes.

11. Establishing and maintaining effective communications links with other agencies, such as the Early Years Development of Childcare Partnership.
12. This job description works alongside those of all other personnel. The nursery teacher's responsibility is to ensure that the children and the staff team are working to their full potential within the nursery.

As agreed by:

Senior Nursery Teacher Deborah Wylie _____

Date _____

Nursery Teacher _____

Date _____