

**Job Description**

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| **JOB TITLE:** | Nursery Lead Classroom Teacher |
| **SCHOOL:** | Akaal Primary School |
| **RESPONSIBLE TO:** | Headteacher |

**The following generic teacher job description is provided for information only. Final job descriptions will be agreed between NST and the individual to reflect experience, actual duties and responsibilities.**

***Responsible for:*** Working with colleagues and, where appropriate, managing other staff to achieve effective practice in the classroom.

***Purpose of the post:***

To provide high-quality early years education and care to children aged 3–5, ensuring a safe, stimulating, and nurturing environment in line with the Early Years Foundation Stage (EYFS) framework. To:

* Plan and deliver engaging and age-appropriate lessons in accordance with the EYFS curriculum.
* Create a positive, inclusive, and supportive learning environment that fosters children's emotional, social, physical, and cognitive development.
* Observe, assess, and record each child’s progress and development using formative and summative assessment tools.
* Build strong, professional relationships with children, parents/carers, and colleagues to support each child’s individual learning journey.
* Ensure the health, safety, and well-being of all children in your care at all times.
* Manage classroom resources effectively, ensuring they are clean, safe, and accessible.
* Maintain up-to-date and accurate records, including individual learning plans and safeguarding documentation.
* Contribute to school-wide events, staff meetings, and continuing professional development (CPD) sessions.
* Work collaboratively with teaching assistants and other staff members to support children’s learning.
* Implement behavior management strategies in line with the school’s policy.
* Uphold the school's values, policies, and safeguarding procedures at all times.
* Facilitate and encourage learning which enables pupils to achieve high standards, grow as individuals and nurture values.
* Share and support the corporate responsibility for the well-being, education and discipline of all pupils.
* Contribute to the provision of holistic education and the positive experiences which can help pupils to achieve their purpose in life, fulfil their potential and become good citizens.
* Contribute to the Religious, Spiritual, Moral, Social, Linguistic and Cultural development of children.

***Professional Values and Practice:***

All staff are a part of the Nishkam Education team and are required to support the ethos, mission and values and of the Trust. You will also be expected to work closely with colleagues at other Nishkam Schools to support strategic development and share good practice, working collaboratively to ensure that the Nishkam Schools are presented in a positive perspective.

As well delivering the outcomes for teaching and learning, and raising their educational achievement, you will have high expectations of all pupils, promoting their religious, linguistic, social, cultural and emotional needs. We will also work collaboratively to meet the needs of colleagues, parents/carers, families and pupils.

Work with others and pupils with respect and consideration, and demonstrate and promote positive values and attitudes.

Work within the statutory frameworks and NST policies, participate in continuous professional development, take increasing responsibility for their own personal professional development and engage actively in the performance management process.

***Areas of Responsibility and Key Tasks:***

**1. Leadership and Team Management**

* Lead, supervise, and support the nursery team to deliver high standards of care and education.
* Conduct staff appraisals, supervision meetings, and manage staff performance and development.
* Recruit, induct, and train new team members in line with school and statutory guidelines.
* Create staffing rotas to ensure appropriate ratios are maintained at all times.

**2. Operational Oversight**

* Oversee the day-to-day running of the nursery, ensuring smooth operations and a safe, inclusive environment.
* Implement and monitor nursery policies and procedures in accordance with school, local authority, and Ofsted requirements.
* Ensure compliance with health & safety, safeguarding, GDPR, and equality legislation.

**3. Curriculum and Quality Assurance**

* Oversee the planning and delivery of the EYFS curriculum to ensure consistency and quality across the team.
* Monitor and evaluate teaching practices and learning outcomes through observations, audits, and regular reviews.
* Lead preparation for Ofsted inspections and ensure readiness at all times.

**4. Child Welfare and Safeguarding**

* Act as the Designated Safeguarding Lead (or work closely with one) to manage concerns, referrals, and child protection procedures.
* Ensure all staff are trained in safeguarding and aware of current policies and procedures.
* Promote a culture of safeguarding and child welfare throughout the nursery.

**5. Parent and Stakeholder Engagement**

* Build strong, supportive relationships with parents, carers, and families through clear and consistent communication.
* Handle concerns, feedback, and complaints professionally and in line with policy.
* Liaise with the wider school leadership team and external agencies (e.g., SEN specialists, local authorities).

**6. Financial and Administrative Management**

* Manage the nursery budget efficiently, including purchasing resources, controlling costs, and maintaining financial records.
* Ensure accurate documentation and compliance with statutory requirements (e.g., attendance registers, accident logs).
* Complete funding applications and support with pupil premium or SEND funding processes if applicable.

**7. Continuous Improvement**

* Lead self-evaluation and development planning to drive improvements in quality and outcomes.
* Keep up-to-date with changes in early years policy, research, and legislation.
* Promote and facilitate ongoing staff training and CPD opportunities.

**Personal Specification**

The Person Specification is related to the requirements of the post as determined by the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the Person Specification. You should refer to these requirements when completing your application.

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| **Job related knowledge, attributes and skills** | Candidates should:   * Demonstrate an understanding of and sympathy with, the ethos of the school; * Have DfE Qualified Teacher Status; * Possess recognised, relevant qualifications relating to the post for which they are applying or are appointed to; * Have knowledge and experience of the curriculum and of good early years practice; * Demonstrate the ability to meet the educational, spiritual, moral, emotional social and cultural development of every child in the group or class allocated to the professional at any time in the academic year * Strong organisational and classroom management abilities. * Passion for early years education and child development. |
| **Experience and Abilities** | Candidates should:   * Experience teaching within a nursery or early years setting. * In-depth understanding of the EYFS framework. * Demonstrate commitment to the involvement of parents in their children’s learning; * Demonstrate a sound understanding of assessment; * Demonstrate an understanding of children’s development and the ability to recognise and respond to the individuality of children in their care; * Demonstrate knowledge and experience of curriculum planning, with particular; regard to the phase being applied for/in which the employee is deployed at any time * Demonstrate a willingness to work across the primary age range; * Demonstrate an awareness of national trends and developments; * Demonstrate an understanding of modern teaching techniques * Demonstrate evidence of high expectations of pupils and staff; * Demonstrate an understanding of working in an urban, culturally diverse school; * Demonstrate clear and balanced views about pupil welfare and discipline; * Demonstrate a commitment to the integration of children with special educational needs and disabilities in the mainstream school environment; and * Demonstrate evidence of commitment to personal and professional development * Demonstrate an awareness of the process of inspection, monitoring and observation and how these processes contribute to the overall evaluation of a school; * Demonstrate an understanding of the role of Governors |
| **Personal Qualities** | Candidates should:   * Through their actions demonstrate a support for the aims and ethos of the school; * Demonstrate a commitment to work closely with families to meet the needs of all children; * Demonstrate the ability and commitment to work closely with, and support the Head teacher both during and beyond the school day; * Demonstrate a strong commitment to supporting the importance of the school as part of the community; * Possess well developed interpersonal skills and the ability to develop and maintain good relationships with pupils, staff and parents; * Demonstrate personal and professional integrity; * Possess the ability to work under pressure whilst maintaining a cheerful disposition; * Demonstrate evidence of excellent organisational skills; * Demonstrate evidence of a flexible attitude towards responsibilities in school; * Demonstrate evidence of contribution to all areas of school life; * Demonstrate evidence of setting a good example to children in personal presentation and conduct; * Possess a sense of balance with a life outside school; * Possess a sense of humour |
| **Desirable** | * Paediatric First Aid qualification. * Experience in a school-based nursery setting. * Knowledge of SEND practices and inclusive teaching strategies. |