



## Job Description: Part Time (5ams) or Full Time Nursery Class Teacher

Responsible to: Headteacher

Grade: MPS (QTS)

Bertrum House Nursery is looking to appoint a motivated and passionate Early Years teacher to join our team from September 2018. We are a friendly, community focussed nursery situated between Balham and Tooting Bec. Bertrum House opened in 2016 and is already established as a providing a holistic early years education with an emphasis on outdoor learning. We have a well-qualified and stable team; large, bright classrooms; a hall for activities such as dance and yoga; and a huge field for outdoor learning. Bertrum House prides itself on nurturing young children to be confident, happy learners and we encourage applicants to visit our website to get a sense of our enthusiasm for Early Years education ([www.bertrumhousenursery.co.uk](http://www.bertrumhousenursery.co.uk)).

The role is in our Nursery class teaching children aged between 2 and 3 years old and is supported by an excellent Early Years teaching assistant. It would suit teachers starting their career or those looking for a part time role.

***Bertrum House Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure. Bertrum House Nursery is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.***

## Selection Process

- Your application should be submitted online or an application form can be requested by email from the office ([office@bertrumhousenursery.co.uk](mailto:office@bertrumhousenursery.co.uk))
- The closing date is Wednesday 9<sup>th</sup> May 2018 at 3.30pm
- Shortlisting will also take place on Friday 11<sup>th</sup> May 2018
- Interviews will take place week beginning 14<sup>th</sup> May 2018

If you are selected for interview, you will be asked to plan and teach a short session as well as a written task. Further details will be given prior to interview.

In addition to candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children including their:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to behaviour and class management

If the selection panel does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be notified accordingly and the post will be re-advertised.

Any appointment will be subject to the receipt of satisfactory references and to pre-employment checks.

## Main Duties and Responsibilities

### Classroom Organisation and Management

1. To lead a class team responsible for the delivery of the Early Years Foundation Stage Curriculum
2. To work with colleagues to create a well-ordered, safe and secure learning environment, which ensures the educational, social and emotional well-being of children in the nursery school
3. Provide a communication rich environment that promotes independent opportunities for curiosity and inquiry
4. To use both the inside and outside learning environments to foster a love of learning and promote development

### Equal Opportunities

5. Provide for the individual needs and development of the nursery school children
6. Select and prepare resources which take into account and support the diversity of children's backgrounds, so that boys and girls, from all ethnic groups can make the best possible progress
7. To ensure that every child is included and supported throughout their time at Bertrum House Nursery

### Planning

8. To work within a flexible and responsive planning system based around children's interests and fascinations and take a lead in planning meetings with the class team
9. Plan for imaginative and creative opportunities for children to learn in all areas of the nursery school including the outdoor area, the local community and the wider world

### Assessment for Learning

10. To develop and lead a robust assessment for learning cycle for the class
11. Observe, assess and record the progress of all children, including those with special educational needs, in accordance with nursery school policies and SEND Code of practice
12. To use ICT to support teaching and learning and as a management tool
13. Contribute to the development and implementations of all school policies
14. To contribute to the school policies

### Professional Relationships

15. Promote an open-door policy, develop and maintain positive relationships with families
16. Involve parents and carers in the life of the school and its learning community
17. Attend parent/staff meetings as required
18. Follow safeguarding procedures and report concerns to Designated Safeguarding Lead
19. Support, communicate and co-operate with support staff and services
20. Support colleagues in organising their time and managing their workloads
21. To be part of the Bertrum team, promoting positive working relationships and supporting colleagues

### Professional Development

22. Participate in, contribute to and lead staff meetings, INSET and CPD initiatives as required
23. To keep up to date with relevant changes in the EYFS and educational research
24. To take part in regular supervision meetings, reflect upon professional practice and collaborate with appraisal systems

### Other Duties

25. Undertake other duties which may be reasonably agreed with the Headteacher to ensure the smooth running of the nursery school.