



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none">• Class Teacher (Nursery)
DEPARTMENT	<ul style="list-style-type: none">• Nursery
REPORTS TO	<ul style="list-style-type: none">• Head of Nursery• Senior Deputy Head (Early Education)

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none">• The purpose of a Nursery Class teacher is to nurture and support the learning and development of the children in their class, working closely with colleagues, parents and external stakeholders.
ACCOUNTABILITY	<ul style="list-style-type: none">• Head of Nursery for day-to-day running of their class and to the Senior Deputy Head (Early Education)
AUTHORITY	<ul style="list-style-type: none">• Authority is delegated by the Head of Nursery and Senior Deputy Head (Early Education)
RELATIONSHIPS	<ul style="list-style-type: none">• Children• Early Year Practitioners• Nursery Teacher Assistants• Specialist Teachers• Parents• External Stakeholders• External Professionals

DUTIES AND KEY RESPONSIBILITIES	<p>Teaching The Class Teacher has a full-time teaching commitment. They will familiarise themselves with, and adhere to, school policies and Nursery specific guidance and guidelines</p> <p>Curriculum and Assessment The Class Teacher will plan and deliver experiences in line with the Early Years curriculum. They will be required to track and monitor children's progress and complete individual learning plans and relevant trackers for each child. They may be asked to represent the Nursery as a Lead or member of an Improvement Group to support the department's improvement cycle</p> <p>Management of Staff The Class Teacher (Nursery) is responsible for leading the room team with the support of the Head of Nursery</p> <p>Pastoral Care The Class Teacher (Nursery) is responsible for the pastoral care of the children in their class, along with the Head of Nursery and the Director of Pastoral Care</p> <p>Administration The Class Teacher (Nursery) is responsible for the effective administration of their class, including the completion of the children's</p>
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	<p>personal learning plans, all necessary planning documentation and record keeping documents</p> <p>Reporting The Class Teacher is responsible for reporting to parents about each child's progress, both verbally and in written form</p> <p>Extra-Curricular Activities/Responsibilities The Class Teacher (Nursery) is expected to play an active part in the extra-curricular life of the school, offering a weekly extra-curricular club</p> <p>STAFF DEVELOPMENT AND PRD The Class Teacher is expected to take advantage of CPD opportunities. The Class Teacher will be professionally reviewed by the Head of Nursery and will complete the PRDs with their room colleagues</p> <p>Other Tasks The Class Teacher (Nursery) will undertake any other tasks, as directed by the Head of Nursery or other members of Management within the Junior School, which may be reasonably put to them in support of the Junior School's function, as would equate with their role</p>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working as a Class Teacher is essential 	<ul style="list-style-type: none"> • Experience of working within a Nursery setting • Understanding of attachment led practice • Experience of delivering the Curriculum for Excellence
Education/Qualifications	<ul style="list-style-type: none"> • General Teaching Council for Scotland (GTCS) registration is essential 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Ability to multi-task and prioritise own workload with good attention to detail • Excellent oral and written communication and analytical skills with a commitment to delivering excellent educational provision • Ability to deal with every situation calmly and professionally • Independent, self-motivated and organised; with an ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • A commitment to the Values of the Junior School • Positive, confident personality and an enthusiasm for, and enjoyment of children's company 	

	<ul style="list-style-type: none">• Strong commitment to seeing and bringing out the best in children	
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