

JOB DESCRIPTION

JOB TITLE: Nursery Practitioner - Role B

NJC Scale 5 (points 12-17)

Please note; this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

PURPOSE OF JOB

To work in co-ordination with the Head of Foundation Village supporting the planning, preparation and delivery of education for pupils in the Nursery Class; providing care and welfare to the children some of whom will/may have special educational needs. Helping children to reach their full potential.

PRINCIPAL ACCOUNTABILITIES

- To ensure that OFSTED regulations are adhered to including maintaining ratios.
- To comply with Child Protection and Safeguarding procedures: maintaining respect and confidentiality with regard to children and families.
- To be part of a team, in collaboration with the Head of Foundation Village to create a positive environment in which a child's all round development is nurtured.
- To work under the guidance of the Head of Foundation Village to ensure the classroom is prepared according to specific activities in line with the Early Years Policy/Foundation Stage Curriculum. Also ensuring that cleaning up is carried out safely and securely in accordance with Health & Safety guidelines.
- To support the school's strategic approach in the teaching and learning of basic phonics and number skills.
- To ensure that equipment is maintained in a safe and clean condition, reporting any defects.
- To be aware of and attend to the personal needs of the children in regard to toileting, washing and general matters of care and comfort and to encourage independence in dressing and undressing, stimulating an awareness of personal hygiene through role plays, e.g. with dolls, through story time and the use of songs.
- To take responsibility for a group of children for a variety of activities.
- To assist with the planning and organising of outdoor play, fostering the growth of language communication and independence skills in a safe environment.

- To be involved in stimulating and encouraging children in activities, recording any observations which may be included in pupils' records.
- To maintain records and documentation which comply with statutory requirements in both manual and electronic form.
- To respect children as individuals, encouraging them to value others and themselves with committed aims to develop each child's self-confidence.
- To attend to the personal needs of the children such as toileting, washing and general matters of care and comfort.
- To set up and tidy away activities as appropriate.
- To take a lead role in creating attractive and stimulating displays.
- To work in collaboration with all staff and children in the Foundation Village as directed.
- To maintain and tidy the outside area in collaboration with all Foundation Village staff.
- To participate positively in the general life of the school/nursery, for example: assemblies, parents meetings, celebrations, educational visits and festivals.
- To support and activate aims and objectives set out in the Early Years Policy/Foundation Stage Curriculum.
- To participate and contribute to regular discussions concerning high priority issues and making a contribution to forward planning and assessment of class practices.
- To develop positive and professional relationships with children, colleagues, teachers and parents in order to communicate effectively with all parties.
- To support with transition arrangements in the nursery to ensure that children experience a seamless transition.
- To welcome parents into the school/nursery and to be available to discuss and advise on the form of help and support that is available for themselves and their children, as well as carrying out home visits, if required, with a teacher or other member of staff from the team.
- To ensure the safe and secure collection of the children.
- The post-holder is responsible for ensuring that the Trust's/School's equalities policy is fully implemented in all areas of his/her work as is the Trust's/School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Trust/School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: Nursery Nurse/Practitioner - Role B

CRITERIA

ESSENTIAL CRITERIA

Job Related Education, Qualifications, Knowledge and Experience

- NNEB, BTEC, or NVQ Level 3 in childcare (or equivalent qualification)
- Two years experience of working with young children in an early years setting.
- Very good working knowledge of child development and child centred approach to early years education
- Good working knowledge of relevant legislation to the education of children with special educational needs
- Qualified in Paediatric First Aid (desirable)

Skills/Abilities

- Very good numeracy, literacy skills and ICT skills
- The ability to communicate effectively with a wide range of people, children, parents/carers, teachers and professionals from other agencies
- The ability to work effectively and positively as part of a team
- The ability to react quickly and calmly and solve problems in relation to the supervision of pupils, referring to line manager and procedures as required
- To be willing to positively participate in meetings including those with outside agencies and parents' evenings which may be outside of normal hours
- To be able to observe closely, and keep accurate records of the development and learning of all pre-school children including those with special needs.
- The willingness and ability to work in close partnership with parents/carers from all backgrounds, cultures and beliefs
- The ability to make quick decisions, and to respond appropriately in case of emergencies following set procedures
- The ability to work on own initiative and to effectively utilise personal skills
- To be able to contribute to assessments, curriculum planning and evaluations

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Trust's Equalities Policy.

