

## Job Description and Person Specification

**Job Title: Nursery Practitioner**

|               |                                                                             |
|---------------|-----------------------------------------------------------------------------|
| Reports to    | Nursery Room Lead and Assistant Head for Early Years                        |
| Contract      | Permanent                                                                   |
| School        | City Academy Whitehawk                                                      |
| Location      | Whitehawk Road, Brighton, BN2 5FL                                           |
| Grade         | Brighton and Hove School Support Staff<br>NJC Pay Scale; Grade 3 SCP 5 to 6 |
| Hours         | 30 per week                                                                 |
| Working Weeks | 39                                                                          |

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### **Job Description**

**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.

### **Role Purpose**

To work in co-ordination with the Assistant Head of Early Years and the Nursery Room Lead 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.

### **Key tasks**

- 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 Assistant Head of Early Years and the Nursery Room Lead to create a positive environment in which a child's all-round development is nurtured.
- To work under the guidance of the Nursery Room Lead 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 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 Early Years setting as directed.
- To maintain and tidy the outside area in collaboration with all Early Years 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 contribute 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 this job description should not be regarded as exclusive or exhaustive. This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

## Person Specification

|                  | Criteria                                                                                                                                                  | E = Essential<br>D = Desirable | Assessed by<br>A = Application<br>C =Certificates<br>I= interview |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------|
| Qualifications   | NNEB, BTEC or NVQ Level 3 in Childcare (or equivalent qualification)                                                                                      | E                              | C                                                                 |
|                  | Paediatric First Aid                                                                                                                                      | D                              | C                                                                 |
| Experience       | Minimum of two years' previous experience of working with young children in an early years setting                                                        | E                              | A                                                                 |
| Knowledge        | Very good working knowledge of child development and child centred approach to early years education                                                      | E                              | A                                                                 |
|                  | Good working knowledge of relevant legislation to the education of children with special educational needs                                                | D                              | A                                                                 |
| Skills/Abilities | Very good numeracy/literacy skills                                                                                                                        | E                              | I                                                                 |
|                  | The ability to communicate effectively with a wide range of people, children, parents/carers, teachers and professionals from other agencies              | E                              | A                                                                 |
|                  | The ability to work effectively and positively as part of a team                                                                                          | E                              | A                                                                 |
|                  | 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 | D                              | I                                                                 |
|                  | To be willing to positively participate in meetings including those with outside agencies and parents' evenings which may be outside of normal hours      | D                              | A                                                                 |

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|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
|                   | 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 | D | A |
|                   | The willingness and ability to work in close partnership with parents/carers from all backgrounds, cultures and beliefs                                | E | A |
|                   | The ability to make quick decisions, and to respond appropriately in case of emergencies following set procedures                                      | E | I |
|                   | The ability to work on own initiative and to effectively utilise personal skills                                                                       | E | A |
|                   | To be able to contribute to assessments, curriculum planning and evaluations                                                                           | E | A |
| <b>Attributes</b> | Commitment to acting in the best interests of the financial probity and reputation of the school                                                       | E | I |
|                   | Display a commitment to, and an ability to contribute to the protection and safeguarding of children and young people                                  | E | I |
|                   | Model behaviour, attitudes and dress that set the best possible example to pupils                                                                      | E | I |
| <b>Other</b>      | Ability to maintain confidentiality on all school matters                                                                                              | E | I |
|                   | Willingness to participate in future training and development opportunities offered by the school, Aurora Academies Trust and the county               | E | I |
|                   | Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school                        | E | I |
|                   | A commitment to the school's vision, values and ethos                                                                                                  | E | I |
|                   | A commitment to Auroa Academies Trust vision, values and ethos                                                                                         | E | I |