



JOB DESCRIPTION

Title: Nursery Practitioner

Grade: TPLTSS 3

Main purpose of the role

To be actively involved within the Little Learners Nursery Team in the provision of the 40 place Nursery located within Castle Batch Primary School Academy, providing a flexible full early education service to children aged 2-4 and their families

Main Duties and Responsibilities

These include but aren't limited to:

Participate in the planning of activities and care for children, ensuring that the children's learning and developmental needs are met, and that the Nursery provides a warm, welcoming and supportive environment to the children and their families;

Under the guidance of the Nursery Manager to participate in the implementation of childcare plans for individual children as appropriate and required;

Assist in the preparation and provision of breakfast and snacks to meet the dietary requirements of the children;

Assist relevant organisations and agencies in providing appropriate services to children and families in the Nursery;

Contribute to the Monitoring and Evaluation processes and requirements as requested by the Nursery Manager or Deputy Managers;

Plan and participate in community activities as identified to ensure the Nursery has a positive profile within the local community;

Participate in maintaining the resources and equipment as required to ensure smooth and safe running of the Nursery facilities;

Maintain appropriate records and prepare reports as required;

Act as a representative of Little Learners Nursery at a range of meetings relating to the individual needs of children and to the broader needs of the Nursery;

Participate in ensuring Little Learners Nursery complies with the OFSTED regulations and other requirements as agreed;

Work alongside the Little Learners Nursery staff, EYFS Team, students, work experience and volunteer placements and provide support as required;

Participate in appropriate Continued Professional Development (CPD);

Undertake any other duties commensurate with the grade of the post.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is office based but will include visiting schools within the Trust for meetings and to support schools with financial activities.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.
Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Supervisory responsibility

The post holder will participate in the provision the Day Care activity on a daily basis, under the management of the Nursery Manager or Deputy Manager who will be on-site.

The post holder will work to the staff rotas to ensure cover of the opening hours of the Nursery and inform the Nursery Manager or Deputy Manager if unable to meet the rotas as previously agreed

The post holder will represent the Little Learners Nursery at a range of meetings under the guidance of the Nursery Manager or Deputy Manager.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Nursery Practitioner
Qualifications & Experience

| Assessment criteria | Essential | Desirable |
|---|---|--|
| Qualifications | <p>Full and relevant Early Years qualification of at least Level 3 minimum GCSE in English or equivalent level of competence.</p> <p>Willingness to undertake further training as necessary.</p> | <p>Pediatric First Aid.</p> <p>food & Hygiene Certificate.</p> <p>Completion of Safeguarding awareness training within last 2 years</p> |
| Work related Experience & associated Vocational training | <p>Childcare and education experience within a school, preschool or nursery.</p> <p>Experience of planning activities in a childcare setting.</p> <p>Experience of working with parents and carers.</p> | <p>Extensive experience as a Learning Support Assistant in a school with a specialism in specific developmental or behavioural initiatives</p> |
| Other relevant experience | | <p>Experience of working alongside work experience placements.</p> |
| Specialist knowledge | <p>Understanding of child development and the needs of children.</p> <p>Comprehensive knowledge of the Early Years Foundation Stage.</p> <p>An understanding of children with additional needs.</p> <p>Awareness of Child Protection policy and procedures.</p> <p>Awareness of OFSTED requirements</p> | <p>Awareness of services and facilities available to support children and their families.</p> <p>Experience of working in disadvantaged communities.</p> <p>Understanding of the impact of discrimination faced by disadvantaged groups.</p> |
| Job related skills | <p>Ability to record observations of children.</p> | <p>Basic IT skills e.g. Word processing, E-mail.</p> |

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| <p>Personal skills</p> | <p>Able to build warm and positive relationship with children and their families.</p> <p>Willingness to work as part of a team.</p> <p>Effective communication and organisational skills.</p> <p>Commitment to personal and professional development.</p> | <p>Ability to provide a flexible and calm response to children and families.</p> |
| <p>Equality</p> | <p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p> | |
| <p>Safeguarding</p> | <p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p> | |