



## **JOB DESCRIPTION**

**Title:** Nursery Practitioner SACA

**Grade:** TPLT 3

### **Main purpose of the role**

To be actively involved within the Little Learners Nursery Crew in the provision of the 68 place Nursery located within St Anne's Church Academy, providing a flexible service to children aged 2.5 - 4 years old and their families.

### **Main Duties and Responsibilities**

The Nursery Practitioner will assist in the development and provision of a safe, stimulating and welcoming programme of activity on a day to day basis to meet the children's developmental, educational and care needs liaising with and forming positive partnerships with parents/carers.

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;
- to act as key worker to allocated children and families, contribute to the planning, monitoring and assessment cycle for age range/s. Contributes to learning diary, and other assessment materials.
- encouraging children to enjoy and taste a range of foods, develop healthy eating habits; eat foods that meet their dietary requirements and participate in the social aspects of eating;
- assist relevant organisations and agencies in providing appropriate services to children and families in the Nursery;
- follow Nursery policies (including the Safeguarding policy), and maintain appropriate records and prepare reports as required;
- be an active member of the Nursery providing high quality care and education by; participating in training; and attending regular supervision and annual appraisals with the line manager;
- participate in ensuring Little Learners Nursery complies with the OFSTED regulations and other requirements as agreed;
- undertake any other duties commensurate with the grade of the post;
- ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.
- Administer first aid in the event of illness or injury, prioritising and triaging cases based on urgency, and arranging for further medical assistance if required.

### **Support for the school**

*Develop and maintain working relationships with other professionals*

Work effectively with Nursery Crew, teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Nursery.

Provide effective support for all other members of the Nursery Crew by sharing own knowledge and expertise in a professional and constructive manner.

Contribute towards short-term planning with other Nursery Crew and other Learning Support Assistants, Teaching Assistants and Teaching staff, preparation of differentiated resource materials in order to meet the needs of individual pupils or small groups of pupils.

Use own initiative to appropriately support students and colleagues in classroom context. Nursery Manager to provide support and guidance on a formal and informal basis. Professional judgment to be applied in relation to pupil learning. School policies and referral procedures must be followed, particularly regarding child protection.

#### *Contributing to the Management of pupil behaviour and security*

Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the School's Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.

Participate in lunchtime duty as and when required

#### *Review and Develop own professional practice*

Develop and maintain effectiveness as a member of the Nursery Crew by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

### **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 classroom based with learning taking place in and outdoors as appropriate

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.

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.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

## **Supervisory responsibility**

The post holder does not have supervisory responsibilities for other staff.

## **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

<b>Assessment criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<p>Full and relevant Early Years qualification of at least Level 3</p> <p>Minimum GCSE in English or equivalent level of competence.</p> <p>Willingness to undertake further training as necessary</p>	<p>Paediatric First Aid certificate or willingness to undertake training</p> <p>Completion of Safeguarding awareness training within last 2 years</p>
<b>Experience</b>	<p>Experience of working with children of nursery age, ideally in a school context.</p> <p>Experience of planning activities in a childcare setting.</p> <p>Experience of working with parents and carers.</p>	<p>Wider experience of working with pupils of nursery age within an appropriate context.</p>
<b>IT skills</b>	<p>Basic ICT skills.</p>	
<b>Other skills</b>	<p>Excellent and effective communication skills.</p>	
<b>Qualities</b>	<p>A passion and excitement for teaching and learning.</p> <p>A calm and flexible approach.</p> <p>A sense of humour and a positive attitude that will enhance life in and around nursery</p> <p>An ability to maintain good relationships with the whole school community</p>	<p>Some knowledge of</p> <ul style="list-style-type: none"> <li>- Child Protection procedures</li> </ul> <p>Occasional attendance at events beyond nursery hours, by agreement</p>

	<p>A willingness to enter into the full life of the school and the wider community</p> <p>Ability to work flexibly within a team and motivate pupils.</p> <p>Demonstrate a positive attitude. Reliability, motivation and resilience under pressure.</p>	
<b>Equality</b>	<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>	
<b>Safeguarding</b>	<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>	