



JOB DESCRIPTION

Job Title:	Nursery - Early Years Practitioner
Salary:	TPAT Point 4
Responsible to:	Headteacher / EYFS Lead / Nursery Manager
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	TPAT Professional Services, Local Monitoring Committee, Nursery/EYFS Team, Senior Leadership Team, School Staff, Pupils, Parents & Carers, Suppliers and External Professional Bodies

Main Purpose of the Job:

Early Years Practitioners are specialists who look after the social and educational development of babies and young children up to the age of five years old. They play a crucial role in the day-to-day life of a nursery / early years' setting.

- To provide inclusive play and learning opportunities for all children attending the setting and to help maintain a safe, stimulating and enjoyable environment.
- To work in collaboration with the Headteacher / EYFS Lead / Nursery Manager, assisting with activities for nursery and early years children and assessing progress.
- To assist in the practical organisation of nursery and early years activities and group work as directed.
- To help ensure the safety and well-being of the children at all times.
- To meet the requirements of children with specific special educational needs & disabilities.

Your early years' role will depend on the size of your school and therefore the size of the setting. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive and each school will have their own individual requirements.

Main Duties and Responsibilities:

Typical Daily Duties:

- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn; carrying out activities that provide safe, creative and enjoyable learning.
- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To build and maintain strong partnership working with parents / carers to enable children's needs to be met; exchanging information about children's progress and encouraging parents' interest and involvement.
- Ensure the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.
- Greeting parents and welcoming children into the setting and helping them to settle.
- Setting up and clearing away after activities and planning, organising and leading activities, ensuring that children are playing safely, including overseeing outdoor play.
- To carry out domestic duties such as setting and tidying up, preparing and serving snacks, supervising meals and helping children to eat; feeding babies and younger children as required.
- Changing nappies, supervising children going to the toilet and helping children to wash their hands.

- Observing children to help understand their learning needs, recording children's progress and keeping records by completing relevant paperwork under the direction of the Setting Manager.
- Working closely alongside other staff.
- Reading stories and singing songs.
- Helping children to learn number skills, eg using counting games.
- Working to early years foundation stage (EYFS) standards on child learning.
- Making sure children are safe and reporting any concerns to the Designated Safeguarding Lead (DSL).

Key Duties Under The Supervision Of The Setting Manager / Lead:

- To work with groups or individual children in all curricular areas under the direction of the Nursery Manager / EYFS Lead / Headteacher in a variety of tasks to develop the physical, intellectual, emotional and social skills of the children.
- In conjunction with other team members and under the direction of the Setting Lead, provide a high quality of EYFS teaching and learning, assisting with the planning and teaching of learning activities.
- To develop children's knowledge through support and encouragement in the learning activities undertaken.
- To plan for and to provide opportunities for children to work towards the EYFS, providing creative ideas for enhancing the indoor and outdoor learning environment and putting them into practice.
- Within that role, to make and write observations and assess, tracking children's interests in order to determine next steps for key children. To be involved in the planning process and to reflect on children's progress, taking part in paired observations and discussions with other members of the team.
- To feedback information regarding children's wellbeing, educational and development needs to the Setting Lead, liaising closely with parents/carers, ensuring each child's needs and interests are recognised and met.
- To prepare, use and maintain relevant resources, including wall displays, ensuring that basic classroom materials are available for use and independent learning is fostered.
- To accompany children on educational visits and outings under the overall supervision of the Nursery Manager / EYFS Lead.
- To monitor and record information that may impact on daily learning such as health, behaviour and general wellbeing and to keep the Setting Lead informed as required.
- To promote a healthy lifestyle to the children and support their emotional and physical development and well-being.
- To undertake the shared responsibility with all nursery staff for the care and maintenance of nursery equipment and resources.
- To encourage self-control and self-discipline in the children throughout all activities undertaken in the setting and to promote the school's positive behaviour policy.
- To be aware of confidential issues linked to home / nursery / school work and to ensure confidentiality of such sensitive information.
- To administer appropriate first aid [as trained] and assist with the general health care of children with physical or medical needs.
- To remain aware of and work within all relevant Trust / School working practices, policies and procedures.
- To attend staff meetings, inset and training courses as required.
- To attend and inform annual review meetings and multi-agency meetings as required.
- Liaise with the SENDCO and other professionals as necessary.
- Support colleagues, students, volunteers and all school staff.
- To be flexible around opening hours and working patterns to cover the setting's needs.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Nursery - Early Years Practitioner

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>Good levels of literacy and numeracy</p> <p>5 GCSEs [A* - C] or equivalent, including English and Maths</p> <p>Level 3 childcare qualification or above [or equivalent]</p> <p>Paediatric First Aid (or willing to undertake the training)</p>		<p>Application</p> <p>Certificates</p>
Skills and Experience	<p>Proven experience of working as a Key Worker within a nursery / early years environment.</p> <p>An interest in child development.</p>	<p>Relevant experience of working in a team.</p> <p>Previous experience of working with children.</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Specialist Knowledge and Skills	<p>Thorough knowledge and understanding of EYFS.</p> <p>Good organisational skills.</p> <p>Good listening & communication skills.</p> <p>Ability to liaise and communicate effectively and appropriately with parents and specialists.</p> <p>Good interpersonal skills and ability to work successfully as part of a team.</p> <p>Basic ICT skills.</p> <p>Able to prioritise between different demands and to work to deadlines.</p> <p>Child centred.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Committed to promoting equality of opportunity and inclusion.</p>	<p>Knowledge of relevant barriers to learning and issues relevant to education and child development.</p> <p>Willingness to update knowledge and attend regular training as the need arises.</p> <p>Confident user of ICT.</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Behaviours and Values	<p>Enjoy being around young children.</p> <p>Imagination and creativity.</p>	<p>Ability to show initiative.</p> <p>Ability to identify own professional development</p>	<p>Application</p> <p>Interview</p>

	<p>Patience and enthusiasm.</p> <p>A caring and kind nature.</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Co-operative Values • Promoting the school and trust’s vision and ethos • Ongoing relevant professional self-development • Safeguarding and child protection 	<p>needs and be willing to act upon them.</p>	<p>Assessment</p>
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