



JOB DESCRIPTION

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Nursery Practitioner
GRADE:	Paid as Level 1 Teaching Assistant
RESPONSIBLE TO:	Principal
HOURS:	fte 40hrs per week (not including breaks) To be within the Nursery opening hours 8am-5:30pm- to be agreed at appointment

PURPOSE OF JOB:

Support the Nursery Lead Practitioner to facilitate the active participation of children in the academic and social activities of the Nursery. Contribute to raising standards of achievement for all pupils.

MAIN RESPONSIBILITIES:

1. Children's Care and Development

- Support children in their emotional development:
 - a) Ensure a warm, welcoming & reassuring environment;
 - b) Help children understand & express their feelings in a positive manner;
 - c) Encourage activities that help children interact with others;
 - d) Encourage independence and self help in children.

- Implement planned activities that support the development of communication & language skills:
 - a) Encourage talking & listening activities;
 - b) Know how to use equipment & materials appropriately to stimulate communication skills;
 - c) Value the importance of music activities in promoting communication skills and lead small group music sessions;
 - d) Value the importance of stories and rhymes and use small group sessions.

- Support children where English is not their first language

- Support activities that enable children's physical development both indoors & outdoors:
 - a) Supervise play activities;
 - b) Encourage stimulating physical activities & play;
 - c) Oversee children during quiet periods;
 - d) Deal positively with disruptions & disturbances;
 - e) Maintain a relaxed atmosphere conducive to learning & development.

- Help children with:
 - a) Eating & drinking skills, health and hygiene awareness;
 - b) Toileting and self-care skills.Support the integration of children with special needs

- Safeguarding:
 - a) Report any signs of illness, neglect or abuse;
 - b) Work in relation to the school's policies covering this area.

- Support inclusion in the Nursery by:
 - Ensuring all pupils/students feel involved with tasks and activities;

Encouraging the acceptance and inclusion of individuals with special needs, or with a different language or cultural background.

2. Support for the curriculum

- Observe children's play and behaviour and record all progress;
Undertake record keeping as required, and with a sound knowledge of the Foundation Stage Profile;
Evaluate the success of activities against agreed measures.
- Have a developed understanding of the Foundation Stage Profile and be able to use them when implementing planned activities
Know and use relevant school policies
- Support school activities & play a role in facilitating school events.
Attend professional training days and staff meetings.
- Observe the school's policy on confidentiality.

3. Relationships

- Maintain effective working relationships with colleagues;
Support colleagues & contribute to the school as a member of the team;
Attend and actively participate in staff meetings;
Take responsibility for own professional development and support others.
- Maintain effective positive relationships with parents:
Provide information & feedback;
Comply with parental wishes;
Respond to parental concerns.
Attend parents' evenings & other events arranged for families
- Anticipate and act to prevent potential problems with individuals / groups;
Manage ongoing problems with individuals or groups;
Advise teacher of potential problems with individuals or groups.

4. Equipment, materials and environment

- Maintain a safe & reassuring physical environment;
Prepare & maintains displays which provide positive learning opportunities;
Comply with health & safety requirements:
Know the school procedures for accident and injury and be able to act upon them
Comply with emergency procedures (when necessary)
Prepare nursery areas and tidy away after each session

OTHER DUTIES

In addition, to undertake such duties of a similar nature, as may be reasonably directed by the Principal from time to time.

Date of issue	To take effect as soon as possible
Signature of Post holder	
Signature of Principal	