



Nursery Practitioner

Job Title:	Nursery Practitioner
Reports to:	Trust Nursery Manager
Responsible for:	Assisting in the development and daily management of the Nursery
Main purpose of the post: - To provide a high standard of care and education in a stimulating, secure and friendly environment for children aged 3 months to 5 years. - To support the development and well-being of all children, including those with special educational needs. - To work as part of a team to create a nurturing and inclusive setting where children can thrive	
Employment Duties: This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.	
Key Tasks and Activities: Care and Support: Provide the highest possible standard of care and emotional support to all children. Assist with meeting children's basic physical and security needs and build positive relationships. •Inclusive Practice: Ensure all children are valued and included, promoting an anti-discriminatory framework and meeting individual needs •Learning and Development: Support the implementation of planned activities, contribute to children's learning, and record their achievements Engage in play experiences and interactions with children, valuing their choices and interests. Be familiar with and work within the EYFS principles, curriculum and welfare requirements. •Observation and Assessment: Ensure accurate observations, assessments, and other records are maintained and are accessible to parents/carers. Use observation and assessment to support curriculum planning. •Partnership with Parents:	



Nursery Practitioner

Interact with parents/carers, providing information and feedback about their child's day.
Liaise with parents/carers to ensure effective communication and parent partnership.
Support the Day Nursery Manager building links and working in partnership with parents, carers, and professionals.

•Teamwork:

Work as part of a team, contributing ideas for developing the setting
Work alongside colleagues in a productive and positive way and attend staff meetings.
Contribute to a positive, enthusiastic, and progressive team.

•Environment and Resources:

Assist with the smooth running of the setting and with tasks which ensure the daily routine can be implemented, taking account of children's individual needs
Support the provision of an environment which is clean, safe and attractive and take appropriate steps to remedy or report issues in relation to this
Ensure the care of nursery rooms and equipment
Maintain supplies of materials and equipment

•Safeguarding and Wellbeing:

Be aware of and implement national and local guidelines in order to safeguard and promote the wellbeing of children, meeting their individual needs.
Act in accordance with safeguarding and child protection policies
Understand how both the Early Education & Childcare policies relate to the role.

•Professional Development:

Commit to furthering personal professional development
Participate in appraisal processes and undertake personal professional development and training as appropriate
Contribute to personal review, appraisal, and reflection opportunities and demonstrate a positive attitude to training opportunities.

•Flexibility:

Maintain a flexible approach to the work of the nursery in response to the needs of children, families and staff

General Information:

Equality of Opportunity	As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	- To treat all information acquired through employment, both formally and informally, in strict confidence. - To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	- Any other duties as reasonably required by any manager of the school. - Participating in the ongoing development, implementation and monitoring of the school development plan.



Nursery Practitioner

	• Attend regular meetings as required and make a positive contribution during meetings. • May be required to work out of any of the organisation's current or future premises
Child Protection	• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
Key Skills and Competencies: • Empathy and understanding of children under five. • Excellent verbal and communication skills with children and parents. • Effective team leadership. • Excellent organizational skills. • Administrative and basic IT skills. • Calm and caring nature. • Ability to work as part of a team. • Able to work on your own initiative. • Excellent interpersonal, planning, and organisational skills. • The ability to form and maintain appropriate relationships and personal boundaries with children and young people	

Agreed by: Date

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

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Nursery Practitioner

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.



Nursery Practitioner

Person Specification

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

	Essential Criteria	Desirable Criteria
Training and Qualifications	Hold a full and relevant Early Years Level 2 or Level 3 qualification or be willing to undertake training to achieve the qualification	
	GCSE grade 'C' or above in Maths and English	Paediatric First Aid
	Up to date safeguarding training	Food Hygiene Certificate
		Experience/qualification in Signalong
Knowledge and Skills	Excellent working knowledge of the Early Years Foundation Stage (EYFS) and Ofsted Regulations	Deep knowledge and understanding of the EYFS statutory framework and child development
	Significant experience in a nursery environment	Significant experience working with children in Early Years who have SEND, including ASD/SCID
	Demonstrate an up-to-date knowledge of current thinking in developments in Early Years	Have experience of children having meltdowns and knowing how to manage these
Experience and Interests	Professional attitude and manner	
	Reliable, enthusiastic, and flexible	Ability to use initiative in situations as they arise
	Calm and caring nature	
	To work inclusively, with a diverse range of stakeholders	



Nursery Practitioner

	Essential Criteria	Desirable Criteria
	and promote equality of opportunity	
	Genuine passion for and a belief in the potential of every child	