



### Job Description

|              |                              |
|--------------|------------------------------|
| JOB TITLE    | Nursery Practitioner Level 3 |
| JOB FAMILY   | Education Support            |
| PHASE        | Primary                      |
| REPORTING TO | Early Years Lead Teacher     |

### Job Purpose

Under the direction of the Nursery Manager provide a high standard of childcare for 2-year-old children within a stimulating and friendly environment that is physically and emotionally secure. Children's welfare must be of paramount importance.

### Duties and Responsibilities

- Maintain a high standard of professional conduct at all times, and a child centered approach to the care provided in accordance with national and Nursery policies/procedures, current legislation and the Early Years Foundation Stage Framework.
- Work in Partnership with parents to encourage involvement in their children's development.
- Plan and implement a range of activities to ensure that the physical, intellectual, emotional and social needs of each child are properly met. Regularly monitor and evaluate the activities to suit each child's individual development needs.
- Use knowledge of child development and assessment records when planning activities to meet individual children's needs.
- Ensure the provision is a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- Prepare materials and equipment at the start of each session and clearing away at the end. All toys, equipment rooms and play areas must be kept safe and hygienic at all times and as clean and tidy as is practicable. This will involve damp dusting, minor cleaning, sterilizing and mopping up of spillage, etc.
- Ensure that toys and equipment are properly used, withdrawing immediately or rendering harmless any potentially dangerous items and arranging repair or proper disposal thereafter. Also reporting, immediately to superiors, any repair or maintenance work required to the fabric of the building.
- Ensure that the Manager is kept informed of the physical and emotional security of the children and that anything about a child that gives cause for concern is reported to the DSL immediately and acted upon accordingly.



- Comfort sick or injured children, having administered appropriate first aid, when appropriate.
- To be responsible for your own health, safety and welfare as well as the users of the Nursery in both normal and emergency situations in accordance with Nursery guidelines. Also being fully conversant with fire drills and other emergency procedures and taking responsibility for the children under your care.
- Supervising the children at meal times, and feeding as necessary having regard to health and hygiene in the preparation and handling of food.
- Act as a Key Person for a group of children maintaining accurate records as directed by Nursery Manager.
- Attend to the physical needs of the children (aged birth to 2 years). Generally fostering their development, independence and self-reliance. Liaising with the children's parent/guardian(s) at all times to help to achieve this.
- Adopt a flexible and teamwork approach to work at all times
- To inform Deputy Manager on levels of supplies.
- Assist the Deputy Manager by participating in and attending regular parents' evenings, publicity, open days and children's outings.
- To undertake any other reasonable duties as directed by the Deputy Manager, in accordance with the Nurseries business plan and objectives.

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community



- Respect individual differences and cultural diversity

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Furzeham Primary School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.
- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

##### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Classroom TA.

Name:

Signed:

Date: