



Midsomer Norton
Schools Partnership



Norton Hill
Primary School

Home school: Norton Hill Primary School

Job Title: Level 3 Qualified Nursery Practitioner

Grade: 3

Responsible to: Nursery Lead/ Class Teacher

Hours of work:

Job Purpose:

To work under the guidance of senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in the pre. To provide the highest quality of care and development opportunities for all children in the Preschool.

Main Duties & Responsibilities:

- Carry out the duties of a EYFS practitioner.
- Ensure high standards of care, development, learning and behaviour.
- Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first- aid and welfare matters, as appropriate.
- Maintain and develop the ethos, values and overall purposes of Norton Hill Primary School.
 - Assist the Nursery Leader/ Class teacher in the implementation of school policies and procedures.
- Understand and implement the Safeguarding policies and procedures to safeguard children.
- Communicate politely, effectively and appropriately with all stakeholders.
- Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
- Assist the Nursery Leader/Class teacher in the day to day running of the provision.
- Assist the Nursery Leader/Class teacher to operate, contribute and evaluate an annual programme of activities, suitable for the age range of the children following the EYFS curriculum.
- Assist the Nursery Leader/Class teacher in planning and delivering individual and group work activities with the children.
- Ensure a stimulating and attractive environment for the children.
 - Operate as a key worker for individual children, managing an agreed number of children.
- Observe each child's progress and report on achievements and progress.
- Complete all assessment records as required.
- With the support and guidance of the Nursery Leader/Class teacher, lead by example in confidentiality, written communications, team effectiveness and staff well-being.
- Liaise with external agencies when required.
- Develop excellent communications with parents/guardians, encouraging them to participate in their child's progress and development.
- Support the Nursery Leader/Class teacher in the preparation of both internal and external inspections and address any recommendations made.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings, as required.
- Participate in training, other learning activities and performance management, as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position with these.
- To undertake other relevant duties allocated at the discretion of the Nursery Leader/Class teacher, Head of School, Headteacher or Executive Headteacher

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department and adhere to them at all times
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

3. QUALIFICATIONS AND EXPERIENCE

It is expected that the successful candidate would possess the following attributes:

Essential
A relevant, recognised qualification such as a Level 3 Diploma in Child Care and Education (previously known as the NNEB Diploma), Level 3 BTEC in Child and Young Persons Workforce or similar.
GCSE grade C or above in English and Maths
Strong IT skills with a thirst to keep up with modern technologies
Ability to assimilate, share and record information to good effect
Ability to relate well to both children and adults and promote excellent working practices and professional relationships
A robust knowledge and understanding of GDPR and how to embed this in preschool practices.
Understanding of principles of child development and learning processes and in particular, barriers to learning.
To work constructively as part of a team, understanding roles and responsibilities and your own position within these.
Full understanding of the range of support services/providers.
Working knowledge of The Early Years Foundation Stage curriculum and other relevant learning programmes/strategies/codes of practice.
Desirable
Paediatric First Aid

Food Hygiene level 2
Ability to self-evaluate learning needs and actively seek learning opportunities.
Knowledge of SEN

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.