

Job Description & Person Specification

JOB DESCRIPTION

JOB TITLE	Unqualified Nursery Practitioner
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Academy Based
RESPONSIBLE TO	Leader of Nursery and Extended Schools
MAIN PURPOSE OF THE JOB	To work effectively as part of the Nursery team, providing a stimulating and caring environment for children.
MAIN TASKS / KEY RESPONSIBILITIES	
1	To provide a high level of care to all children within the setting, ensuring their safety at all times;
2	To help plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential;
3	To support the implementation of activities to encourage speech and language and social interaction between the children and their carers;
4	To work with a key group of children under the supervision of the Nursery Teacher/EYFS Lead, observing, monitoring and recording each individual's development;
5	With support, complete Learning Stories and Target Tracker regularly to track, assess and monitor children progress and to plan for next steps in development;
6	To attend parent's evenings, staff training, open days and academy events as required;
7	To promote the philosophy of 'Learning through play', good practice in the EYFS;
8	To support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene;
9	To help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff;
10	To be aware of and comply with the Child Protection Policy, Confidentiality Procedures, Safeguarding Procedures and other policies;
11	To keep up to date with developments in childcare through regular training as appropriate;
12	To work under supervision to maintain records and documentation that comply with statutory requirements;
13	To ensure that everyone is treated as individuals with respect and full consideration, in line with the Equal Opportunities Policy;
14	To communicate with parents/carers about the day to day needs and development of the children;

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 5th November 2018

Additional Information

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Knowledge and Experience

- 1.1 A good level of education.
- 1.2 An understanding of children's development.

Skills and Abilities

- 2.1 Ability to follow instructions or work on own initiative as necessary.
- 2.2 Ability to communicate effectively with parents, carers and other professionals.
- 2.3 Ability to implement high health and safety standards.
- 2.4 Ability to work effectively as part of a team.
- 2.5 Ability to establish positive relationships with children.
- 2.6 To possess ICT skills for own use and with the children.
- 2.7 Ability to maintain confidentiality on all Nursery matters.

Personal Qualities

- 3.1 A commitment to giving children and families the opportunity to reach their full potential.
- 3.2 A commitment to Equal Opportunities and Inclusion.
- 3.3 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.
- 3.4 A commitment to continuing professional development.
- 3.5 A commitment to own presentational skills.

Desirable Criteria

- 4.1 Working towards NVQ 2/3 in Childcare and Education.
- 4.2 Experience of working in a childcare setting.
- 4.3 Evidence of related training to Childcare.
- 4.4 Basic knowledge of Paediatric First Aid and Food Hygiene