

SURBITON HILL **NURSERY SCHOOL**

“Every child, Every chance, Every day”

Lead practitioner - Job Description

Relationships

Responsible to:	Headteacher/SENCO/SRP Lead
Responsible for:	Sharing good practice
Important Internal Relationships:	Governors, Headteacher, Teaching and support staff at the school, Pupils, families
Important External Relationships:	Parents, Visitors to the school, Police & Support Agencies, Local Authority

Main Purpose of the Job

- **To work under the professional guidance of the senior leadership team, to provide direct support for the learning of individual children or groups of children, including those with special needs during the term time**
- **Work collaboratively with all colleagues to ensure the harmonious and smooth daily running of the school**
- **To lead and interact effectively with the classroom team, in order to enable access to learning and to support achievement and progress for all children**
- **To undertake the administration, management and organisation of the class**
- **To undertake a Lead role & key person role within the class**
- **To work alongside staff working with the 2-5 year old children within the school.**

- Promote the school’s aims and ethos and support all school policies and procedures
- Have the welfare and care of all children as a priority
- Ensure children, colleagues and parents are treated with respect and valued as individuals in accordance with the Equal Opportunities Policy
- To ensure children are kept safe and that all current safeguarding procedures are adhered to.
- To contribute to the monitoring and assessing of pupils achievement, progress and development through collecting evidence of learning e.g. verbal feedback, observational notes
- To meet with the Deputy head regularly regarding planning, pupil progress and achievement.
- To plan and ensure an appropriate learning environment and keep it in good order.
- To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

Main Responsibilities

1. Plan and deliver the Early years curriculum and use specialist skills, training and experience to provide support for individuals and groups, in order to implement agreed learning activities, adjusting according to pupil responses/needs.

SURBITON HILL NURSERY SCHOOL

2. To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance.
3. To plan the daily/weekly programme of enhancements, activities and events in order to support pupils and adjust lessons/work plans as appropriate.
4. Establish productive working relationships to support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectations.
5. In liaison with the SENCO, co-operate with other agencies and professionals to support achievement and progress of all pupils.
6. Promote the inclusion and acceptance of all pupils in the classroom. Using Attachment Aware approaches and strategies.
7. Encourage pupils to interact and work co-operatively with others and engage in all activities both during free flow play.
8. Through observation monitor and evaluate pupils' performance and responses to learning and provide objective and accurate feedback to the teacher, ensuring evidence is available.
9. Promote positive values, attitudes and good pupil behaviour in line with the school's policy and encourage pupils to take responsibility for their own actions, anticipating and managing behaviour constructively, promoting self-control and independence.
10. Select, make or adapt resources as necessary to deliver learning activities and instruct pupils in their use.
11. 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 the Designated Safeguarding Lead.
12. Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
13. Attend relevant meetings and participate in training opportunities and performance development as required.
14. To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.
15. Supervise pupils on visits, trips and out of school activities as required.
16. Assist with the general pastoral care of pupils, including helping those who are sick, distressed, injured or unsettled.
17. To participate in pupils' play and extend and stimulate language through conversation.
18. To be a proactive member of the school and class team.
19. To promote home school partnerships.
20. Undertake any additional tasks as reasonably requested by the Headteacher

SURBITON HILL NURSERY SCHOOL

Personal Development

- Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met.
- To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- To work within the DfE guidelines and EYFS statutory guidance. More information on this can be found by following the link below:
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Equality and Diversity

- It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the school.
- The post holder will undertake their duties in full accordance with the schools policies and procedures relating to equal opportunity and diversity.

Safeguarding Responsibilities

- It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of learners within the school.
- The postholder will undertake their duties in full accordance with the school's policies and procedures relating to safeguarding and promoting the welfare of learners.

Additional Duties

To undertake such additional duties as may be reasonably required by the Headteacher

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the school on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

SURBITON HILL NURSERY SCHOOL

Person Specification

QUALIFICATIONS AND TRAINING	Essential/ Desirable
Minimum of 5 GCSE's including Maths and English (C grade or above)	E
NVQ 3 in childcare or equivalent qualification in Early years	E
Further qualifications in Early years (EYPS/Foundation degree)	D
Training in relevant learning strategies e.g. social groups / phonics / EAL etc.	D
First Aid trained or willingness to undertake appropriate first aid training	E
Training in safeguarding level 2 or level 3	D
EXPERIENCE	
Recent, relevant and good experience working effectively with and or caring for children of relevant age/subject area, in an educational setting such as a school	E
Working knowledge of EYFS and other relevant learning programmes/strategies	E
Have experience of working with children in the Foundation Stage and SEND	E
Understanding of principles of child development and learning processes	E
Ability to relate well to children and adults.	E
General awareness of inclusion, especially within a school setting.	E
Experience of leading a toddler room or working with children aged 0-3	D
KNOWLEDGE/SKILLS RELEVANT TO THE JOB	
Ability to provide support for pupils with special needs, ensuring their safety and access to learning activities.	E
Ability to self-evaluate learning needs and actively seek learning opportunities	D
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.	E
Promote good pupil behaviour, and deal promptly with conflict and incidents.	E
Ability to undertake pupil record keeping as requested. Recording achievements and progress and providing appropriate reports and feedback for the teacher.	E
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection. With the ability to deal with sensitive information in a confidential manner	E
The ability to deliver programmes for speech and language and social skills or willingness to be trained	D
Can use ICT effectively to assess, record and support learning including online tools such as tapestry	E
Use of other equipment/technology – Photocopier, Tablets	E
Establish and maintain good working relationships with pupils acting as a role model	E
Encourage pupils to interact with others and engage in activities led by the teacher	E
Assist with the development and implementation of Individual Education Health and Care programmes (EHCP) or IEPs.	E

SURBITON HILL NURSERY SCHOOL

Provide detailed and regular feedback to teachers on pupils' achievements and progress	E
Work as part of a team appreciating and supporting the roles of other people in the team, understanding classroom roles and responsibilities and your own position within these	E
Support the change process, remaining positive during times of change	E
Ability to improve your own practice	E
DISPOSITION	
<p>Confident, positive, enthusiastic, and supportive attitude.</p> <p>Flexible and adaptable.</p> <p>Able to work to deadlines.</p> <p>Sense of humour.</p> <p>Empathy with children, parents/carers and community.</p> <p>Ability to remain calm under pressure.</p> <p>Understanding the need for confidentiality.</p> <p>Willingness to go the 'extra mile' for our children</p> <p>Passionate about 'making a difference' enabling children to reach their full potential.</p>	E