



JOB DESCRIPTION

Nursery: Wigston Menphys Nursery School

Job Title: Classroom Lead Practitioner

Grade: 8

Name:

Responsible To: Headteacher

Responsible For:

**Key Relationships/
Liaison with:** Teacher and other classroom support staff

Job Purpose: To work as a professional in partnership with the teacher to provide quality care and education to promote the physical, social, emotional and cognitive development of children, creating an environment that is safe, stimulating and challenging.

MAIN DUTIES AND RESPONSIBILITIES:

1. To help prepare, monitor and maintain a safe and secure learning environment.
2. To contribute to the planning and implementation of curriculum frameworks for early education, developing, leading and evaluating activities for whole classes, groups and individual pupils that promote children's development.
3. To promote, observe, record and report on pupil performance and development, using strategies to improve learning.
4. To contribute to the assessment of children's progress within curriculum frameworks for early education, including identifying and planning assessment requirements and assessing and recording pupil progress, in consultation with the teacher.
5. To lead structured and unstructured activities that encourage children to learn and develop through play.
6. To promote child development, including pupil's self-reliance, self-esteem and emotional resilience.
7. To support the physical, intellectual, emotional and social development of pupils, facilitating children's learning and development.

8. To promote the development of positive relationships and acceptable behaviour in accordance with nursery policy.
9. To communicate as appropriate with parents and carers about the care, development and education of their children, as directed by the nursery.
10. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the nursery staff team.
11. To prepare and utilise ICT resources to support pupils learning.
12. To provide care and encouragement to children with disabilities or Special Educational Needs, supporting them to participate in activities and liaising, if required, with parents/carers/other professionals as appropriate.
13. To support the successful transfer and transition of children in learning and development contexts.
14. To provide support, if required, for pupils who are bilingual, multi – lingual or who do not speak English.
15. To prepare and support the use of learning materials, monitor and maintain curriculum resources and to create visual displays in order to ensure a safe and relevant physical learning environment.
16. To assist volunteers based in the work area as appropriate.
17. To act as a key worker.
18. To contribute to assessing and developing plans to meet the personal support needs of children with additional requirements and to assist in the implementation of the plans.
19. To monitor attendance and identify any patterns of absence/lateness. To work with colleagues and parents to seek ways of helping the pupil to attend nursery more regularly.
20. To undertake those nursing tasks and health routines that parents are reasonably expected to carry out. These tasks will be determined by individual pupil's needs but may include:- tube feeding and administration of rectal diazepam.
N.B. Class Lead will only be required to carry out health/nursing routines for which they have been trained and are both confident and competent.
21. To communicate with other staff members about individual children.
22. To escort and supervise pupils on educational visits and out of nursery activities, ensuring their health, safety and well-being.
23. To undertake midday supervision duties.

24. To provide toileting support to pupils as necessary and to assist with development of children's social skills e.g. washing, dressing and eating.
25. To support, as appropriate, in instances where pupils are unwell whilst at the nursery.
26. To assist in the maintenance of registers and pupil records and collection of monies.
27. To take on the role of Deputy Designated Safeguarding Lead if required

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the nursery.
- (b) The postholder may be required, at times, to visit other nurseries / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Name: _____

Signature: _____

Date: _____



P E R S O N S P E C I F I C A T I O N

School/College: Menphys Centre, Wigston

Job Title: Classroom Lead Practitioner

Grade: Grade 8

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u> NNEB NVQ3 Early Learning & Childcare or equivalent	✓	Full driving licence	App/Doc
<u>Experience</u> Successful experience working with children 2-5 Successful team working Experience working with children with Special Educational Needs	✓ ✓ ✓	Successful working with children with severe learning disabilities.	App/Int/ Ref
<u>Knowledge</u> Good knowledge of child development	✓	Knowledge of Makaton sign language Disability awareness	App/Int/ Ref
<u>Skills/Attributes</u> Good Communication – oral and written Good observation, assessment and recording skills Problem solving ability Initiative Ability to carry out education plans efficiently and effectively Ability to carry out complex and specific care routines after receiving suitable training Ability to ensure the safety and welfare of young children Able to maintain confidentiality Ability to work as part of a multi-disciplinary team	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref App/Int/ Ref
<u>General Circumstances</u> An understanding of, and commitment to, Equal Opportunities,	✓		App/Int

	Essential	Desirable	How assessed
and the ability to apply this to strategic work and day-to-day situations. Attendance – evidence of regular attendance at work.	✓		App/Ref/ Med
<u>Factors not already covered</u> Appropriate attitudes and values concerning children with disabilities in society.	✓		App/Int/Ref
Patient and sensitive	✓		App/Int/Ref
Enthusiastic and committed	✓		App/Int/Ref
Able to work flexibly	✓		App/Int/Ref
Well motivated and resourceful	✓		App/Int/Ref
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)