



## JOB DESCRIPTION

**Job Title:** Nursery Practitioner

**Responsibility Level:**

**Accountable To:** Principal & Governing Body

**Responsible To:** Senior Early Years Care Practitioners, Team Leader – Early Years Care, Vice Principal, Assistant Vice Principal or Assistant Principal

### Qualified Early Years Care Practitioner

The Nursery Practitioner will work as a key Person for the daily needs of children between the ages of 0 – 5 within the Nursery.

### GENERAL RESPONSIBILITIES

1. To ensure a high standard of physical, emotional, social and intellectual care is achieved and maintained within the Nursery.
2. To give support to all other Nursery personnel.
3. To implement daily routine in the base room.

### MAIN DUTIES

1. To have key Person responsibilities to an allocated group of children including the completion of computer written reports on key children twice yearly.
2. To participate in observing children at play, assessing and recording their progress in line with Nursery Policies and Early Years Foundation Stage Guidelines and use this information to set achievable learning targets and assist in future planning.
3. To participate in the organisation of the room arrangements in order to support, challenge and encourage children's learning.
4. To participate in maintaining a consistent daily routine to ensure that children have opportunities for individual and group activities, indoor and outdoor play, active and quiet periods, child initiated and adult initiated opportunities.
5. To maintain respectful and genuine interaction with children. Use warm and responsive communication strategies which are appropriate to children's needs.
6. To develop children's thinking and reasoning skills by appropriate commenting techniques.
7. To encourage children's independence, initiative, decision making and problem solving skills.
8. To support children who are identified as having Additional Educational Needs / English as a second language, by organising the implementation of individual education plans in conjunction with Nursery SENCO / Outside Agencies.
9. To attend to the needs of sick, injured or incontinent children. Applying first aid as necessary, recording accidents and attending to children who are unwell until they are collected in line with Nursery procedures.
10. To supervise and extend children's social skills supporting free choice and meeting their individual needs.
11. To give support and guidance to less experienced members of staff in the Nursery.
12. To encourage, establish and maintain a working partnership with parents / carers. Informing and involving parents/carers of their child's progress through daily informal contact and regular meetings. Supporting smooth transition from home to Nursery and Nursery to School.

13. To ensure that the Team Leader/Senior Staff are kept informed of major developments and problems arising from their group and to seek advice on these as necessary.
14. To be familiar with Nursery and local community resources so that they are used for the benefit of children and their families.
15. To respect and maintain confidentiality.
16. To monitor quality, quantity, maintenance and safety of materials / equipment. Check they meet key areas of learning and support children's development indoors and outdoors. Check materials / equipment is non-discriminatory and value and respect diversity.
17. To take part in regular meetings in order to assist in long / medium and short term planning.
18. Display children's work to draw attention to the value of their achievements.
19. To carry out responsibilities / duties with due regard to Child Protection Policies.
20. To recognise, record and support child protection issues according to internal procedures.
21. To pay due regard to Health and Safety issues and maintain high standards of hygiene.
22. To participate in the supervision of a range of work place students.
23. To participate in job reviews / staff appraisal in line with Nursery policy.
24. To attend monthly staff meetings outside normal working hours.
25. To attend in service training as appropriate to extend own skills and knowledge.
26. To liaise with other professionals involved in child's welfare (speech therapist, health visitor etc.).