

## The Learning Tree

**Job Description – Nursery Practitioner**

**Purpose of Post**

**To be responsible for legally and pastorally for the children within their care and to ensure their right to be protected from harm.**

**To follow the guidelines of the Statutory Framework for Early Years Foundation Stage.**

**To provide a high standard of physical, social and intellectual care for children placed in the Nursery.**

**To give support to other personnel within the Nursery and to implement the morning routines.**

**Duties and responsibilities**

1. Implement and abide by policies and procedures of the nursery.
2. To provide a safe, caring, stimulating and safe environment for children aged 2-5 years.
3. Support colleagues to enhance children’s educational and social development with special attention being paid to fostering positive behaviour.
4. Work with other staff to ensure that the children have access to appropriate activities to support their physical, emotional, social and intellectual development considering families’ ethnic, cultural and linguistic development.
5. Be aware of H and S regulations to ensure that the nursery is maintained to and agreed standard. Undertake the day to day duties to ensure that high standards of safety, care, cleanliness and hygiene are developed and maintained throughout the nursery. Assist in keeping equipment safe and in good repair, e.g., repairing books, and looking out for damaged toys.
6. Support the Owner by keeping abreast of legislation, guidelines, policies etc. To ensure that national standards are always met. Follow all Nursery policies and any new policies introduced.
7. In partnership with the Owner, be prepared for OFSTED inspections and action any recommendations that may result from inspection in order to provide consistent quality.
8. Oversee maintaining each designated child’s development records for parents. To ensure your children’s individual needs are catered for by making sure their needs are catered for in weekly plans. (You are paid for an extra hour/two hours each week to keep these records up to date.) Support other staff to ensure that their key children’s progress is satisfactory.
9. Establish informal relationships with parents/carers of the children to ensure they are engaged in the child’s education and social development.
10. To be flexible within working practices of the nursery; working with the owner/Deputy supervisor and staff team to ensure that the ethos of the nursery is maintained. With other staff contribute to the planning, observation and assessment procedures in partnership with other staff to ensure that the children’s progress is satisfactory.
11. To attend training and meetings as required. To be involved in out of working hours activities, e.g., training, staff meetings, Sports Days and Christmas Party preparation.
12. To arrive at least 10 minutes earlier than the children attending the Nursery and wait until all children have left.
13. Ensure all accidents at nursery and incidents at home are recorded, witnessed and signed for in the accident book and reported to the Manager or Deputy Manager.
14. To carry out any other reasonable duties as seen necessary as a Supervisor by the Owner.
15. Support staff and work experience students. Report any Safeguarding concerns to the Owner and if necessary, work with external agencies.
16. **Ensure confidentiality at all times.**

**Responsible to Nursery Manager Tracey Piper, Deputy Manger Kristen Door and Owner Anna Reiss.**