**River Mill Primary School**

**Central Road,**

**Dartford DA1 5JN**



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| **JOB DESCRIPTION - Generic Responsibilities** |
| **Title**: Nursery Practitioner **Hours**: 8.30am – 4.30pm, 38 weeks per year | **Grade:** Kent Scale KR4**Reports to**: Nursery Manager |
| **MAIN PURPOSE OF THE JOB*** To work as a key person and as part of the pre-school team under the direction of the manager.
* To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
* To work with and support colleagues to enhance children’s education and social development and foster positive behaviour.
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| **MAIN DUTIES**1. To undertake day to day nursery duties to ensure high standards of care and education are maintained.
2. To adhere to the Nursery’s policies and procedures to ensure that high standards are maintained.
3. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
4. To help set up the pre-school for the daily program and to help tidy away at the end of the session.
5. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child’s need are recognised and met.
6. Work in partnership with parents/carers and other family members.
7. To ensure that children are kept safe and that you understand and follow River Mill Nursery child protection procedures.
8. To support mealtimes within the setting.
9. To actively participate at team meetings, supervisor meeting and appraisal meetings and attend training as required.
10. To observe children and maintain appropriate records of their progress.
11. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting’s objectives
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| **EQUALITIES**Ensure implementation and promotion in employment and service delivery of the Trust’s equal opportunities policies and statutory responsibilities.**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. This post is subject to an Enhanced Disclosure and Barring check.** |

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**PERSON SPECIFICATION**

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| **Connect Schools Academy Trust**  |
| **Job Title: Nursery Practitioner**  |
| **Qualifications/Education/Training:**  | **DESIRABLE/ESSENTIAL** |
| Level 2 qualification in either Childcare and Development or equivalent Willingness to attend meetings and training appropriate to the rolePaediatric 1st Aid certificate or willingness to undertake training | **E****E****E** |
| **Experience:**  |
| Experience of working within an early years settingExperience of planning within the EYFS curriculum | **E****D** |
| **Skills and Knowledge:**  |
| Good numeracy/literacy skillsUp to date knowledge and clear understanding of the requirements in EYFSAn understanding of the development of children from birth to fiveBe able to support children’s learning by delivering small group and one to one inputsBe able to make skilled and insightful observations, assessments and reports on individual children’s progress and developmentModels excellent language and behaviourThe ability to extend children’s thinking through effective questioningHas an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of childrenWork constructively as part of a team, understanding the settings roles and responsibilities and own position within these | **E****E****E****E****E****E****E****E****E****E** |
| **Specific Working Requirements:**  |
| Professional manner and attitude Has the ability to communicate effectively with children, families and colleagues Has a commitment to the protection and safeguarding of childrenIs willing to work within organisational procedures and processes and to meet the required standards of the roleTrustworthy, reliable and punctual with a flexible approach to work Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypesUnderstanding of safeguarding requirement and best practiceHas a positive approach to working with young children | **E****E****E****E****E****E****D****D****E****E** |