

NEW HOUSE NURSERY SCHOOL

JOB DESCRIPTION Early Years Practitioner

ACCOUNTABILITY: to the Room Leader under whom you are working, the Principal and the Deputies/Senior Staff in Charge.

Teaching Duties

1. To be familiar with and have regard for the Statutory Framework for the Early Years Foundation Stage (EYFS) - this will be emailed to you separately.
2. To be aware of and have regard for the Non-Statutory Curriculum Guidance known as Development Matters.
3. To be aware of the Best Practice Guidance for the Early Years.
4. To have awareness of and have regard for the SEND code of Practice and the Graduated Approach – documents are in each room.
5. To assist the Room Leader in all aspects of their duties during the sessions. To care for the children's happiness, well being, health, safety and education and to promote their general progress.
6. To follow the Nursery routine and work as a member of the team, seeing the Nursery as a whole and with the interest in and responsibility for the care and education of all the children attending New House Nursery School.
7. To assist in organising the environment to create a stimulating learning environment which will maximise all seven areas of learning.
8. To develop positive personal relationships with all of the children.
9. To be a Key Person for a named group of children and build up a useful knowledge of individual pupils, paying careful attention to the less demanding children.
10. To maintain the assessment and record keeping of children's development, progress and attainment. In line with Ofsted guidelines and Nursery Policy, this will require written observations being made, next steps being planned for and formal written assessments being produced; written assessment are required termly for the two years olds and twice a year, at the end of the Autumn Term and the Summer Term, for the three to five year olds. All two year olds will have a written Progress Check at the Age of Two as part of their assessment process.
11. To screen the children's Well Being and Involvement using the Leuven Scales including the 10 Action Points. Information will be provided and 'in house' training given.
12. To be proactive about Early Intervention and raise concerns about a child's development with the SENCo at the earliest opportunity. Kent's Milestone Assessment Toolkit (MAT) should be used to accurately assess a child's progress when there are concerns. In specific circumstances you may be required to implement a Targeted Plan to support a child's development and in more severe cases a Personalised Plan. High quality observations and strategies are crucial for the successful request of support at LIFT meetings, the application

of SENIF funding and for the request of an EHCP as well as other support available i.e. Speech and Language referrals.

13. To plan for and help prepare as required, both adult-led and child-initiated activities linking to The Early Years Foundation Stage for all of the children ensuring that the Nursery's Equal Opportunities and Special Needs policies are reflected. You will be required to fulfil the planning cycle by carefully planning individually for Key Children; this may require some work in your private time.
14. To evaluate the work for which one is responsible.
15. To maintain good order and discipline among the pupils, safeguarding their health and safety.
16. To communicate professionally with parents and guardians as and when this may be appropriate although you should **never take it upon yourself to discuss a child's developmental progress unless you are invited to a specific meeting**, this is the job of the Room Leader and senior staff who are trained and experienced to do so.
17. To contribute to good relationships:
 - a. **with the children**
 - b. **amongst teaching colleagues**
 - c. **amongst non-teaching colleagues**
 - d. **with the Principal**
 - e. **with parents**

General Duties:

1. To ensure you are equipped with the information supplied daily by senior staff for the effective running of the day ahead; this may be via WhatsApp group chats, messages on the whiteboard or information left in your pigeon hole.
2. You should check your pigeon hole at the beginning and end of each day for any relevant information that may affect you.
3. You are required to sign in on the signing in boards on arrival and sign out as you depart for Fire and Safety purposes. You should also keep an accurate record of your hours worked on the time sheets supplied.
4. To advise and co-operate with the Principal and other staff members at all times and follow the Nursery's aims, policies and procedures as determined by the Principal.
5. To ensure you are aware of the Welfare Requirements and the legal obligation you have to ensure the safeguarding of the children in your care.
6. To RISK ASSESS everything you do and provide for the children in our care. To ensure both the indoor and outdoor environment is safe and fit for purpose. Where necessary potential risks and hazards should be removed however educating children how to stay and safe and protect themselves is also vital.
7. To report all accidents to either your Room Leader or Senior Staff **at the time** of the accident so they can be logged in the Accident Book; this includes staff accidents.
8. To you should use the information provided to ensure you equip yourself with the Dietary requirements and Allergies of each child and to make sure you follow nursery guidance and

measures to prevent the children having access to the foods they are not allowed. To be familiar with the lunch and tea menus.

9. To offer positive input to any project or accreditation scheme taken on by the Nursery.
10. To participate, as required, in staff meetings and attend Nursery functions as requested by the Principal **outside** normal Nursery hours. Our Annual Open Morning which is held on a Saturday, is a compulsory work day for all staff.
11. To change children's nappies as and when required and undertake all other necessary personal care routines.
12. To always be aware of the children's health and physical well-being and safety, taking into consideration the nursery's child protection/safeguarding policy and Risk Assessments.
13. To share the necessary duties required to keep the Nursery premises clean and tidy and to care for the equipment, fixtures and fittings making any necessary repairs.
14. To report any damage to resources/equipment or the fixtures/fittings or the building in general directly to **Senior Staff**.
15. To be willing to listen to the ideas of others as well as share your own.
16. To be aware and become familiar of any new legislation through reading work related publications such as Nursery World, the Early Years Development newsletters etc.
17. To attend any relevant training whether or not it coincides with normal Nursery hours e.g. evenings or weekends.
18. To assist in organising fund raising activities whenever required.
19. To care for the Nursery's pets.
20. To be interested and involved in the general progress and experience of adult students who attend the Nursery to gain practical experience; to assist in their supervision.
21. To have knowledge of and regard for stock rotation and the Safer Food Better Business Document.
22. To carry out any other duties as should be deemed necessary by the Principal at any time.