**Greatstone School Nursery**

**Job Description**

**Nursery Practitioner/Assistant**

**Qualifications and Experience**

Applicants must hold childcare and education qualification level 3 e.g. NVQ, CACHE Diploma, BTEC National Diploma or other equivalents

Successful recent experience in an early-years setting

**Knowledge**

Knowledge and experience of using the EYFS as well as some knowledge of the 2021 reform.

A secure knowledge of assessment strategies and the use of assessment to inform the next stages of learning.

**Key Responsibilities**

The Nursery Assistant will be accountable to the Head Teacher, Nursery Lead and Deputy Lead

Under the guidance of the above:

\* deliver a high standard of physical, emotional, social and intellectual education

\* deliver quality care for the children attending the nursery

\* implement the nursery’s daily routine

Using the development matters as an assessment tool – baselines are made on entry (after a settling in period). We use the ‘In the Moment Planning’ approach. The named Key Person is responsible for the paperwork cycle and administration. However, we ALL collaborate to discuss children’s care and education and use observation as well as feedback from parents to inform the next area of focus for children in their individual journey. This is documented in their Learning Journal and shared with parents. Parents are kept informed and are encouraged to be in partnership with the nursery. Staff collectively highlight any delays or advances in learning and to act accordingly to put the necessary support in place (SEND or extension and challenge – this may need the additional support of a targeted plan or personalised plan (if supported by an external agency).

**Main Duties**

* To help and encourage children in a positive way and maintain a caring and secure environment – examples include: incentive charts, stickers, wow moments, observations that include a highlighted characteristic of effective learning.
* To help organise a variety of activities which will stimulate and support children’s intellectual, physical, social, language and emotional development – examples include: sourcing and creating resources, keeping resources clean, tidy and organised effectively, setting up a stimulating environment that promotes independence and has ever changing provision that interests the children and extends their learning.
* To have an understanding of Health and Safety Procedures in relation to the workplace and ensure that accidents and/or injuries are reported in a specified manner – Examples include: following hygiene practices as well as knowing the current Covid 19 risk assessment guidelines. General risk assessments, following procedures for accidents, incidents as well as staff manual handling guidelines and the changing policy.
* To be prepared to undertake any training as deemed necessary with a view to improving effectiveness within the nursery and/or for personal development. Examples include: your own record of appraisal targets/CPD and individual training courses.
* To maintain high standards of hygiene and cleanliness at all times in relation to self, children, equipment and the environment, undertaking cleaning duties as required. Examples include: Sanitising of areas, thorough cleaning due to Covid 19 and other contagious illnesses and helping with cleaning when the cleaner is absent. Taking care of the equipment, garden areas etc. taking a kitchen responsibility on a rota system. Wearing the correct specified uniform and keeping smart at all times.
* To carry out other duties that the Head Teacher or Nursery Lead may from time to time assign. Examples include: Key worker children cover during lockdown, providing support in the school for classes, helping to serve lunches, assisting with cleaning when we are short staffed etc.
* To work well as part of a team and contributing to team development. Examples include: using initiative and requesting support/assistance when required. Taking a consistent and thorough ‘turn’ on a designated rota (including cleaning, setting up, preparing the children for transitions, tidying and cleaning, going in the outdoor area, etc.) Supporting professionals in partnership with each other (cascading knowledge or training, offering support and guidance), understanding the whistle blowing procedure, if necessary.
* A methodical, organised and cheerful disposition
* Be professional, committed and enthusiastic
* Able to work through busy periods by recognising and managing stress
* Have flexibility, sensitivity and tact
* Commitment to ongoing professional development

**Other desirable qualities and responsibilities:**

* First Aid certificate
* Manual handling knowledge
* Provision for a child with EAL/SEND
* Knowledge and understanding of basic ICT – emails, resource programmes such as twinkl, class dojo, apps, CPOMS
* Knowledge of EYPP children and their individual circumstances/needs
* Current initiatives such as reading, wood work station
* SEN children and their individual conditions with targets
* Additional support and advice for parents on aspects such as behavior management, dietary tips, separation anxiety, signposting to services, nursery procedures on illness, correct equipment and reporting of absence etc.
* Promoting independence and positive behavior
* Keeping up to date with safeguarding procedures such as prevent, FGM etc. (not just when required)
* Understanding and taking an active part in the nursery vision and action plan
* Be careful to safeguard self -e.g. social media representation/links to school
* Volunteering for school events such as summer fayre etc.
* Transition within nursery and to school