

## JOB DESCRIPTION

**Job Title:** Nursery Practitioner  
**Hours:** Full time/Part time  
**Status:** Maternity cover

**Responsible to:** Room Leader

### Functional links with:

#### Job Purpose:

- To help support the care and education of all the children in the Nursery
- To work in compliance with the EYFS, ISIS, Ofsted, Safeguarding, and Health and Safety regulations in line with the Queens College and EYFS policies and procedure
- To be proactive in maintaining and providing appropriate and safe resources and equipment that will support the children's welfare and development
- Work in partnership with parents, carers, staff and a variety of internal and external multiagency services and professionals
- Support the vision and mission statements for the Highgrove Nursery / Nursery School in line with the Queens College ethos
- To help plan and implement appropriate programmes of activity and high quality care
- Contribute to the collaborative working of the Queen's Highgrove Nursery staff team
- To assist in the day to day operational and administration procedures of the Queen's Highgrove Nursery

#### General Responsibilities.

- To support the aims, Christian Values and ethos of Queen's College
- To share and actively contribute to the well-being of all the Nursery-aged children
- To undertake Nursery duties and be flexible in regard to working in different rooms as and when required
- To be proactive in delivering and maintaining a Nursery environment that is safe, secure and happy, ensuring adequate supervision at all times.
- To be trained in, and administer first aid as necessary, keeping accurate records and informing parents appropriately.
- To respect and maintain confidentiality
- To comply with the policies and procedures of Queen's College, the requirements as set out by Ofsted, ISI and the EYFS, the Children's Act, Safeguarding code of conduct, and all health and safety legislation

**Main Duties:**

- Adhere to the required standards, ratios and conditions of registration
- To be proactive in maintaining health and safety requirements and standards
- Actively promote and support the safeguarding of children in the Queen's Highgrove Nursery
- Contribute to ongoing risk assessments within your designated room on the nursery provision (equipment, activities, environment and children/adults)
- To monitor and record accidents and incidents, reporting to the Queen's Highgrove Nursery manager as appropriate
- To be aware of the Nursery's emergency and security procedures, ensuring that they are followed at all times.
- Maintain a safe, clean, tidy, hygienic and organised room, ensuring that the environment has a welcoming and caring attitude.
- Participate in and contribute to effective systems of evaluation and monitoring as part of the development process of the Nursery provision, e.g. quality assurance scheme/ ITERS and ECERS /cohort tracking
- Use systems (IT and paperwork based) to assess, monitor and develop the children's individual progress
- Make a positive contribution to the success of the Queen's Highgrove Nursery by participating in mentoring systems and staff CPD
- Support and mentor students to develop a high standard of professional practice, through role modelling and identifying key skills and qualities of potential expertise
- Support daily registration procedures for children within their designated rooms and ensure that handovers are effectively and sensitively handled
- Be responsible for, and work with key families of children, monitoring and supporting their individual development, working in partnership with their parents
- Support the nutritional needs of all the children attending the Nursery
- Participate in the supervision of children on visits, trips and offsite nursery activities.
- Implement individual child 'action plans' in response to children's specific needs and in conjunction with the Nursery's SENCo.
- Actively uphold positive values, attitudes and good behaviour
- Contribute to the ongoing development of College and national initiatives within EYFS provision
- Contribute to and participate in the running of the College's under 4's holiday provision

**Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date: August 2016**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

## PERSON SPECIFICATION –

	<b>Essential</b>	<b>How Identified*</b>	<b>Desirable</b>	<b>How Identified*</b>
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>• Experience of working with young children under 3 years.</li> <li>• Experience of working in partnership with parents, carers and as part of a team of staff.</li> </ul>		<ul style="list-style-type: none"> <li>• Experience of working in an Early Years setting with children under 3 years.</li> <li>• Experience of working with multi agency professionals</li> <li>• Experience of working as a key person for a group of children.</li> </ul>	
<b><u>Skills &amp; Abilities</u></b>	<ul style="list-style-type: none"> <li>• An understanding of play and child development and the ability to meet the needs of individual children.</li> <li>• Ability to communicate effectively and sensitively with parents and young children.</li> <li>• Aware of the importance of communicating effectively and sensitively with parents and young children.</li> <li>• Ability to devise activities that will support children’s individual development.</li> <li>• Ability to take instruction from a senior or more</li> </ul>		<ul style="list-style-type: none"> <li>• Ability to maintain documentation that supports the EYFS curriculum and the needs of the child.</li> <li>• Ability to use initiative within the requirements of the role.</li> <li>• Able to work alongside multi agency</li> </ul>	

	<p>experienced member of staff.</p> <ul style="list-style-type: none"> <li>• Possess a good level of oral and written English language</li> <li>• Ability to develop the skills needed to be a reflective practitioner.</li> </ul>		<p>professionals.</p> <ul style="list-style-type: none"> <li>• Ability to contribute to the documentation process.</li> <li>• Computer literate.</li> <li>• Ability to use reflective practice to implement the EYFS.</li> </ul>	
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• To be working towards or possess a minimum NVQ Level 2/ or equivalent qualification in Early Years.</li> <li>• Possess or working towards a GCSE in Mathematics and English.</li> <li>• Desire to continue Professional development.</li> </ul>		<ul style="list-style-type: none"> <li>• Current Paediatric First Aid Training</li> <li>• Current Food hygiene Qualification</li> <li>• Current Introduction to Child Protection training.</li> </ul>	

<p><b><u>Personal Qualities</u></b></p>	<ul style="list-style-type: none"> <li>• Approachable, cheerful and helpful disposition</li> <li>• Enthusiastic and energetic</li> <li>• Sense of Humour</li> <li>• Patient and reliable</li> <li>• Willingness to learn from more experienced staff</li> <li>• Willingness to work flexibly within the role.</li> <li>• Professional and presentable for role.</li> <li>• Desire to provide high quality Early Years care and education.</li> </ul>		<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Innovative and creative.</li> </ul>	
<p><b><u>Mandatory Requirements</u></b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and vulnerable adults</li> <li>• Commitment to equal opportunities</li> </ul>		<ul style="list-style-type: none"> <li>• Some knowledge of Early Years Foundation Stage curriculum and Statutory Framework.</li> </ul>	

**\*A = Application**

**I = Interview**

**T = Test**