## Job Title: Nursery Practitioner

**Grade: Pay Band 3**

**Responsible for: N/A**

**Reports to: Senior Nursery Practitioner**

**Job Purpose:**

Under the direction of the Nursery Manager:

* Provide a high standard of Childcare and Education for children aged between 6 months – 4 years.
* Create a stimulating and friendly environment that is physically and emotionally secure.
* Ensure children’s welfare is of paramount importance.
* Enable children’s access to learning by supervising and assisting children’s (one to one and in small groups) across a wide range of activities and supported learning activities.
* To promote the development of the physical and mental well-being of children as directed by the Childcare Manager.

**Job Information:**

* NVQ3 Childcare and Education or equivalent (e.g. NNEB) essential.
* Gain and maintain current First Aid certificate.
* 37 hours per week.
* FTE; 37 hours per week, 52 weeks of the year. Initially, 27 days holiday (rising to 31 after 5 years service) plus public holidays per year.

**Key Accountabilities:**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**Principal Responsibilities/Duties:**

* Provide quality care and education for children 0-4 years in accordance with National and Nursery policies/procedures, current legislation, the curriculum, Portsmouth City Council, Ofsted.
* Communicate effectively using a variety of techniques, to encourage and facilitate partnership with parents and professionals and upholding confidentiality requirements.
* Ensure the nursery environment and resources are safe and clean in accordance with health and safety regulations. Follow all hygiene procedures.
* Promote inclusion and support the development of all children by providing suitable resources and access to the nursery activities.
* Be a team player who is a reliable, supportive, and co-operative team member. Be prepared to provide necessary cover for other staff as directed by the Nursery Management.
* Meet children’s Safeguarding and Welfare needs. Be familiar with Nursery Policy and Procedures for highlighting concerns and where required following these up.
* Provide a safe, secure and healthy environment where children’s day to day basic needs are met and they have every opportunity to thrive and reach their potential.
* Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days).
* Attend staff meetings and training sessions as required.
* Work within all nursery policies and procedures
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.

**Provision of Play, Care & Education**

* Maintain at all times a high standard of professional conduct and a child centred approach to the care and education provided.
* Assist in the development of planning and implement stimulating and challenging activities to support children’s holistic development and meet the outcomes of the seven areas of learning.
* Prepare learning activities with appropriate quality resources that meet developmental outcomes and that will encourage progress across all areas of learning.
* Under the supervision of the Senior Nursery Practitioner, take on the role of key worker to a group of children. Maintain accurate developmental records that are valid, reliable and show progress. Complete regular monitoring and assessment processes that will inform your planning of next steps. Ensure all records hold adequate evidence to inform analysis of outcomes.
* Supervise individual, large or small groups of children undertaking child or adult initiated learning activities explaining and modelling the activities as appropriate adjusting activities within the scope of plans and learning outcomes in response to pupils’ learning.
* Encourage positive behaviour in children and follow nursery policies of positive reinforcement techniques and strategies to manage inappropriate behaviour.
* Be aware of, and support Special Educational Needs and Disability programmes (internally or externally set).

**Responsibilities of all Staff:**

* To familiarise themselves with the requirements of the **Health and Safety at Work Act 1974, etc.** and any other health and safety legislation and codes of practice, which are relevant to their work.
* To take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
* To take an active interest in promoting health and safety and suggest ways of reducing risks.
* To report any defects in the premises, plant, equipment and facilities, which they observe.
* To familiarise themselves with the school’s Safeguarding and Child Protection Policies.
* To ensure they are familiar with school procedure for reporting concerns.
* To comply with any individual requirements identified in job descriptions and pertinent to their specific roles (health needs of children with medical conditions; first aid; school security etc.)

**Bramble Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced Level and Disqualification By Association Notification will be required prior to any offer of employment.**