



Hazelwood School  
Nursery and Early Years

## **NURSERY PRACTITIONER**

### **JOB DESCRIPTION**

*Job title:* Nursery Practitioner

*Responsible to:* Assistant Head (*Early Years*) & Nursery Manager (or Deputy in her absence). The Room Leader is your immediate Line Manager.

*Purpose of the job:* Hazelwood is proud of its academic successes and strong pastoral care with 600+ pupils across its two sites, the school is enjoying a period of sustained growth with high demand for places. The Nursery Practitioner will work as a key person and as part of the Nursery team under the direction of the Room Leader and Senior Practitioner, to provide safe, high quality education and care for young children within a stimulating and enjoyable environment.

#### **Detailed Responsibilities and Duties**

##### **1. Academic and pastoral care**

The Nursery Practitioner is expected to assist in the provision of a high quality, vibrant learning environment, ensuring that children are stimulated by an exciting range of experiences. They will:

- a. Under the direction of the Assistant Head, Early Years and Nursery Manager, assist with the planning of the curriculum.
- b. Help set up the room for the daily programme and to help tidy away (both indoors and outdoors) at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
- c. Act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
- d. Observe and record children's progress and under the direction of the Assistant Head (Early Years), produce accurate, well written Learning Journeys and other tracking data within agreed timescales.
- e. Advise the room leader of any concerns e.g. over children, parents/carers or the safety of equipment, preserving confidentiality as necessary.
- f. Advise the DSL (Early Years) or safeguarding officer of any concerns over a child eg safeguarding.
- g. Liaise with the SENCO and other professionals as necessary.
- h. Make themselves aware of any special needs a child may have and familiarise themselves with relevant individual education plans.
- i. Assist in the child's development by offering an appropriate level of support and stimulation.
- j. Undertake any other reasonable duties as directed by the Room Leader, Assistant Head (Early Years), Nursery Manager or Deputy Nursery Manager.

## **2. Professional Standards**

Reporting to the Room Leader, the Nursery Practitioner will:

- a. Attend staff meetings and in-service training courses as required.
- b. Work flexibly as part of a team and to take shared responsibility for ensuring adult:child ratios are always maintained through regular staff rotas and over-time, when needed and agreed in advance.
- c. Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- d. Keep up-to-date with current good practice.
- e. Undertake any other reasonable duties as directed by the Room Leader or Nursery Manager/Deputy Nursery Manager.
- f. Ensure that they appear smart, professional and in the correct uniform (details of which will be provided at induction).

## Person Specification: Nursery Practitioner

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ level 3 or equivalent or willing to undertake training.	Foundation Degree or BA in Early Years.
<b>Experience</b>	Understanding of the EYFS curriculum and requirements;  Experience with children.	Excellent understanding of the EYFS curriculum and requirements;  Experience of, and commitment to, outdoor learning;  Experience within the Early Years.
<b>Knowledge and understanding</b>	A knowledge and understanding of room organisation, learning strategies and working with a free flow environment;  An awareness of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection;  Know how ICT can be used to support the teaching and learning and to monitor children's progress.	A knowledge and understanding of the use of a range of media to teach and assess children's progress;  EYFS welfare, learning and development requirements;  Planning for learning in the EYFS;  Working knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection;  Demonstrable experience of using ICT to effectively support the teaching and learning and to monitor children's progress.
<b>Skills</b>	Ability to:  Develop good personal relationships within the team;  Establish and develop effective relationships with parents and the community;  Communicate effectively (both orally and in writing) to parents and children;  Deal with conflict in an appropriate manner;	Experience of parent meetings and working with parents;

	<p>Be reflective and learn from past experiences;</p> <p>Show resilience and an ability to work under pressure;</p> <p>Promote the school and nursery's aims positively;</p> <p>Demonstrate good IT skills.</p>	<p>Excellent IT skills.</p>
<p><b>Personal characteristics</b></p>	<p>Committed</p> <p>Enthusiastic</p> <p>Organised</p> <p>Efficient</p> <p>Flexible</p> <p>Friendly</p> <p>Patient</p> <p>Resourceful</p> <p>Determined</p> <p>A sense of humour</p> <p><b>To like children!</b></p>	<p>Willingness to contribute to the wider school community.</p>