



Hazelwood School
Nursery and Early Years

SENIOR NURSERY PRACTITIONER

JOB DESCRIPTION

Job title: Senior Nursery Practitioner

Responsible to: Assistant Head (*Early Years*) & Nursery Manager
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 Senior Nursery Practitioner will work as a key person and as part of the Nursery team under the direction of the Room Leader 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) and Nursery Manager, produce accurate, well written Learning Journeys and other tracking data within agreed timescales.
- e. Actively promote, encourage and engage with outdoor play and learning within the year group.
- f. Advise the room leader of any concerns e.g. over children, parents/carers or the safety of equipment, preserving confidentiality as necessary.
- g. Liaise with the SENCO and other professionals as necessary.
- h. Advise the DSL (Early Years) or safeguarding officer of any concerns over a child eg safeguarding.
- i. Make themselves aware of any special needs a child may have and familiarise themselves with relevant individual education plans.

- j. Teach children, offering an appropriate level of support and stimulation.
- k. To take over total management of their current room (and, if requested, a different room at short notice) when the room leader is absent. This will involve ensuring the room is smooth running at all times, all planning is followed and that any issues are responded to immediately.
- l. To support their room leader with staff management; completing rotas; checking learning journeys, running planning meetings and liaising with senior staff and parents.
- m. To minute all weekly planning meetings.
- n. To share responsibility for the accurate completion of all registers.
- o. To ensure daily safety checks are undertaken.
- p. To share responsibility for tidiness of rooms.
- q. To ensure photos for Nutshell are emailed weekly to the Bursar
- r. Undertake any other reasonable duties as directed by the Room Leader, Assistant Head (Early Years) or Nursery Manager.

2. Professional Standards

Reporting to the Room Leader, the Senior 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.
- f. Ensure that they appear smart, professional and in the correct uniform (details of which will be provided at induction).

Person Specification: Senior Nursery Practitioner

| | Essential | Desirable |
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| Qualifications | NVQ level 3 or equivalent. | Foundation Degree or BA in Early Years. |
| Experience | <p>Excellent understanding of the EYFS curriculum and requirements;</p> <p>Proven leadership skills;</p> <p>Experience within the Early Years.</p> <p>Experience with children.</p> | <p>Experience of, and commitment to, outdoor learning;</p> |
| Knowledge and understanding | <p>A knowledge and understanding of room organisation, learning strategies and working with a free flow environment;</p> <p>EYFS welfare, learning and development requirements;</p> <p>A solid understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection;</p> <p>Know how ICT can be used to support the teaching and learning and to monitor children's progress.</p> | <p>A knowledge and understanding of the use of a range of media to teach and assess children's progress;</p> <p>Planning for learning in the EYFS;</p> <p>Demonstrable experience of using ICT to effectively support the teaching and learning and to monitor children's progress.</p> |
| Skills | <p>Ability to:</p> <p>Lead and motivate a small team;</p> <p>Develop good personal relationships within the team;</p> <p>Establish and develop effective relationships with parents and the community;</p> <p>Ability to effectively promote and support the Nursery and School;</p> | <p>Experience of parent meetings and working with parents;</p> <p>Excellent IT skills.</p> |

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| | <p>Communicate effectively (both orally and in writing) to parents and children;</p> <p>Deal with conflict in an appropriate manner;</p> <p>Demonstrate a commitment to best practice;</p> <p>Be reflective and learn from past experiences;</p> <p>Show resilience and an ability to work under pressure;</p> <p>Promote the Nursery and School's aims positively;</p> <p>Demonstrate good IT skills.</p> | |
| <p>Personal characteristics</p> | <p>Committed Enthusiastic Organised Efficient Flexible Friendly Patient Resourceful Determined A sense of humour</p> <p>To like children!</p> | <p>Willingness to contribute to the wider school community.</p> |