

Eaton Square School

Nursery Teacher- Job Description

Responsible to: The Nursery Head, Head of Nursery Schools and the Headmaster

Duties and Responsibilities:

* The Early Years Foundation Stage (EYFS) Nursery Teacher will work with the Nursery team assisting the Head the other colleagues in offering and maintaining an excellent quality of care for children aged 2.3 years - Reception (4+).
* The Nursery Teacher will uphold the aims and objectives of the school and promote these wherever possible. They will work as part of a team to ensure that the children are happy in their learning and are receiving the highest standards of both education and care in accordance with the aims, policies and procedures.
* Eaton Square School (ESS) takes the Safeguarding of children very seriously and staff are expected to be knowledgeable in all Policies and Procedures related to Safeguarding and Child Protection.
* All staff are required to report to the Deputy Designated Safeguarding Lead (Nursery Head), any concern or allegation which is likely to put a pupil at risk.
* Maintaining a safe stimulating environment appropriate to the age of the children.
* To assist in ensuring the health, welfare and safety of all the children in the setting are met.
* To encourage each child to reach their individual potential.
* To treat all children with respect, equality and dignity, valuing the customs, background, language and beliefs of the child’s family/carer.
* Attend to the personal hygiene of all children, including assisting with toileting in accordance with the Eaton Square, Intimate Care Policy.
* To attend to children who have become ill or who have had an accident at school, providing care and reassurance as needed.
* Report all accidents and incidents using the appropriate format and ensure relevant information is passed on to the Nursery Head.
* Ensure interactions with children are appropriate at all times.
* To raise any significant concerns about a child with the Nursery Head and Head of Nursery Schools.
* To inform the Head/Head of Nursery Schools, of anything that might compromise the safety of the children, staff or parents.
* Ensure the compliance of all Eaton Square Schools, Policies and Procedures.
* To ensure that the environment, is equipped, prepared and maintained on a daily basis, to a high standard.
* Be aware of the dietary, medical needs and allergies of the children in your care at all times.
* Have the ability to effectively communicate with all nursery staff and share relevant information to colleagues and other professionals where necessary.
* Take direction from the Nursery Head and Senior Management Team.
* Promote the themes and commitments of the EYFS.
* To ensure that daily Risk Assessments and checks are carried out.
* To ensure that the children are within ratio at all times.
* To supervise the arrival and collection of children in accordance with the ESS Policies and Procedures.
* To accompany children on trips and outings.
* To develop effective professional relationships with children, parents, carers, colleagues and other professionals.
* Together with colleagues and the children, plan and implement an effective EYFS curriculum.
* To evaluate the use of resources.
* To be a positive role model for the children in your care.
* Ensure that you maintain an up- to- date knowledge of the EYFS Framework and Principles.
* To evaluate planning for both the indoor and the outdoor environment on a daily basis, keeping records of these evaluations and using them for future planning.
* To track the progress of your allocated Key Children and keep clear and precise observations, records and Learning Journey’s as required.
* To provide a learning environment supporting every child’s needs.
* To communicate and consult with pupils’ and parents, both informally and formally at parent meetings.
* To attend all appropriate staff meetings, open days, parent’s evenings and school functions as required.
* To produce written summative reports and termly reports on each of your Key Children.
* To attend relevant training sessions both inside and outside the school setting as required.
* It is the responsibility of the individual to inform the Nursery Head when their statutory training requires updating.
* To implement decisions made by the Nursery Head or the Senior Management Team.
* To participate in the school appraisal procedure.
* To complete a yearly self evaluation document.
* To cover absence within the Nursery group, as requested by the Head of Nursery Schools.
* To be proactive in designing, producing and maintaining displays of children’s work, together with your colleagues.
* Maintain a professional and positive relationship with all children, families, colleagues and relevant professionals.
* Be compliant with and have a working knowledge of Health & Safety, Safeguarding, SEN, and Equal Opportunities.
* Understand and comply with the Confidentiality Policy in relations to parents, children and staff.
* Have an understanding and sign the ICT Acceptable Use Agreement

For detailed information on guidelines, procedures and protocols please refer to the Eaton Square School Staff Policies and Procedures Document.

**These duties are neither exhaustive nor exclusive and may be changed.**