# Chestnuts-Logo

**Scale 5/6 Job Description**



**Nursery Early Years Practitioner**

Hours: 35 Hours

(term time only)

Reporting to: Nursery Teacher/EYFS Leader

**MAIN OBJECTIVES**

* To be a member of the Early Years team contributing to the planning, preparation , delivery and evaluation of learning experiences that will enhance the children’s physical, intellectual, linguistic, emotional, social and moral development.
* To contribute to the provision and maintenance of a healthy, safe and stimulating environment. To develop and maintain professional links with parents/carers, other agencies working with schools, the local community and the Local Authority.
* To fulfil the responsibilities of a key person. These include building a close relationship with a group of key children and their parents/carers and supporting these children’s learning needs.
* To deliver learning activities to the whole class within an agreed system of supervision, adjusting activities according to pupil responses/needs during planned teacher absence ie: PPA cover.

**MAIN DUTIES**

To carry out the following duties in partnership with the teacher as far as is possible within contracted hours.

* Take responsibility for developing close professional relationships with an identified group of children and their parents/carers to support children’s emotional wellbeing and learning.
* To take responsibility for working with groups of children on planned learning experiences across all areas of learning including preparing, setting up, managing, and clearing up materials and equipment, in both indoor and outdoor learning areas.
* To take a role in the planning and delivery of the Early Years Foundation Stage curriculum including the Literacy and Numeracy programmes distributing and receiving homework as appropriate.
* To take charge of a class of children with an adult helper for short periods of time to a maximum of one session and to have responsibility for dismissing children at the end of the day.
* To make observations and assessments of children’s play, progress and behaviour, creating and maintaining Special Books and contributing to Early Years Foundation Stage Profiles (EYFSP) using Information Technology as appropriate and use these to contribute to planning and record keeping with the staff of the class.
* To foster children’s language development, and where appropriate, encourage and support the use of home languages.
* To foster children’s independence, self-reliance and confidence.
* To support children to develop personal care skills including toileting, feeding and washing.
* To take small groups of children out of school to develop their interests in their local environment and to support teachers on organised school trips.
* To support children with a variety of Special Educational Needs (SEN) within the class room environment.
* To undertake to clean and change any child in the Early Years Foundation Stage with Special Educational Needs as part of the daily routine of that child or other children of the Foundation Stage as the need arises.
* To attend Special Needs review meetings and contribute to any discussions regarding the progress of children in your care. To ensure that children with special needs are fully integrated into the class and to ensure that the requirements of the Disability Discrimination Act and the borough’s inclusion policy are implemented.
* To be aware of any particular health problems of a child and with the knowledge of a class teacher and following appropriate training, and if willing, to give necessary regular treatment of medication with the written consent of the parent/carer.
* Support new children admitted into school liaising with local schools or Early Years settings and the class teachers.
* To maintain effective, professional relationships with colleagues, eg: Support Teacher, Physiotherapists, Speech Therapists and Psychologists and to carry out programmes recommended by professional staff.
* To maintain good order and discipline amongst the pupils, both on the premises and when engaged in school activities elsewhere in line with the school’s behaviour management policy.
* Work with and supervise children both inside and outside as required helping to provide healthy snacks/milk during each session and during lunchtime meals as appropriate.
* To attend and contribute to staff meetings.
* To be familiar with school policies and help ensure their implementation.
* To be aware of government initiatives and contribute to their implementation.
* To implement the School’s equal opportunities policy fully, and to work actively to overcome discrimination and stereotype.
* To render basic first aid within the EYFS as appropriate.
* To be aware of Child Protection issues , identifying and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer.
* Sharing in making decisions and recommendations about practice and organisation of space to maximise the achievement of all children.
* To contribute to the selection, making and maintenance of resources.
* To maintain effective and professional relationships with parents/carers, meeting with them as appropriate (including formal parents meetings) to share information and to develop home/school links by encouraging and promoting parental involvement in a range of school activities maintaining confidentiality at all times.
* To assist and support new starters, volunteers or student placements as part of the schools induction programme.
* To work co-operatively with school health professionals, taking part in health education programmes as appropriate.

**PERSONAL RESPONSIBILITIES**

* Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
* Take part in Performance Management in order to identify and agree development and training needs.
* Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
* Within your contracted hours, attend staff meetings as required.
* Be aware of the learning and physical needs of the pupils you support.
* Respect the confidentiality of pupil information and respond sensitively to pupils’ needs.
* To be aware of and to actively implement Haringey’s Equal Opportunities Policy and the school’s Race Equality Policy.
* To undertake other temporary duties consistent with the basic objectives and/or duties of the post.