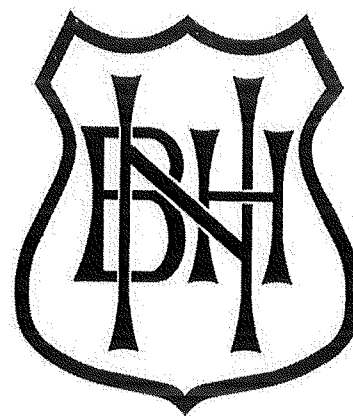


Description

Early Years Key Person

North Bridge House Nursery

Hampstead



About the School:

North Bridge House Nursery & Pre-Prep is an independent, co-educational establishment. There are approximately 400 pupils on roll across 5 year groups from Nursery to Year 2.

North Bridge House Nursery & Pre-Prep offers a supportive and nurturing environment where pupils feel secure and are set challenges which enable them to meet or exceed expectations. We educate the whole child and nurture independence and academic success through a diverse curriculum that challenges pupils and develops enquiring minds.

Our aims at North Bridge House School are:

- To celebrate each child as an individual
- To have a happy school with a friendly, family atmosphere
- To provide a secure and nurturing environment where children can learn tolerance, consideration and respect for others
- To help every child fulfil...and ideally even exceed...their potential through dedicated and inspirational teaching
- To offer a wide variety of academic, sporting and extra-curricular activities (changed)

Shared Responsibility:

All members of staff have a shared responsibility to comply with all policies and procedures, and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the schools Designated Safeguarding Lead or to the Head Teacher or indeed the Local Authority District Officer (LADO) so that a referral can be made accordingly to the relevant third party services.

All employees should promote relationships based on mutual respect where all are treated with dignity and fairness promoting equality of opportunity and co-operation.

Effective communication is the responsibility of all staff inclusive of all appropriate stakeholders (e.g pupils, colleagues, parents, outside agencies).

Additionally, in your role you are expected to mentor and support all members of teaching staff so they can aspire to excellence and, if not already, to become, outstanding teachers in line with the DfE Teachers' Standards.

Job Title: Early Years Key person

Reporting to: Class teacher, Head of Year, Assistant Head and Head Teacher

Internal Contacts: All school employees, pupils

External contacts: Parents, Suppliers, Education Establishments and Services, Cognita, Inspectors

Key Purpose of the Job:

Working alongside the Class teacher and colleagues, the core purpose of this role is to provide high quality teaching and learning support that meets the needs of the pupils at North Bridge House Nursery School and that will enable the school to achieve its aims.

Job Purpose

- To provide service delivery within the requirements of the Early Years Foundation Stage Framework.
- To work in partnership and complementary to the Nursery, Pre-Reception, Reception teacher or lead professional, in order to help meet the aims of the Nursery School. The Nursery, Pre-Reception, Reception Teacher or Lead Professionals are responsible for planning the overall policy and curriculum, and the Early Years Practitioners are given some responsibility for planning part of the programme and are to play a full part in its implementation.

Key Deliverables:

1. **Major Tasks, Duties and Responsibilities *Support for Children***
 - Share responsibility for safety, health and welfare of children at all times
 - Ensure all children have access to the full curriculum
 - Relate well to children, fostering positive professional relationships
 - Guide the development of children's social behaviour and attitudes
 - Supervise children on activities without a teacher present including outdoor activities
 - Observing and assessing children's development and progress
 - Keeping accurate records of observation, assessment and development of children
 - Acting as a key person for a group of children

Support for the Teacher

- Organising materials and equipment for use within the classroom
- Sharing responsibility for care and maintenance of resources and equipment

- Assisting in preparation and clearing up of activities and encouraging children to help
- Sharing responsibility for display
- Contributing to curriculum development, ensuring a stimulating environment
- Taking responsibility for implementing specific pre-planned activities
- Taking on other tasks such as Lunch Time supervision
- Attend weekly staff and planning meetings

Support for the Parents

- Encourage parents and carers to be involved in the setting and their children's learning
- Establish good relationships with parents and carers
- Build up a trusting relationship with parents/carers of key worker group
- Take part in home visits when appropriate and required

Supporting the Early Years Setting

- Support the aims and policies of the school
- Promote the ethos of the school at all times

General tasks

- Be aware of and comply with policies and procedures relating to Child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the DSL / Deputy DSL;
- Contribute to the overall ethos/work/aims of the school;
- To understand and be aware of the Class teacher's planning;
- To undertake playground and supervisory duties
- To supervise children if class teacher has to leave the area;
- Attend and participate in relevant meetings as required;
- To assist in meeting the physical care needs of pupils as required;
- To provide clerical/admin support e.g. photocopying, typing, filing, ,administer assessments etc.

Lunchtime duties

- Supervise whilst the children are eating;
 - Clear area after the children have finished, supervising any children who may be helping to tidy up
 - Supervise the children in the playground during the stated lunchtime period, and organise games to ensure they use their lunchtime period purposefully.
 - Have due regard to everyone's safety at all times
 - Supervise children in playground between the end of meal and commencement of afternoon school.
- Generic duties will be expected, as with all staff members at the school

Accountability is to the Head Teacher.

Academic Duties:

Displays-

Raise the profile of English by ensuring that pupils' work is displayed around the school. All staff are involved in the regular presentation of inspiring and attractive displays that best showcase their subject.

Competitions, events and activities-

North Bridge House School is a thriving and positive community and as such, all staff are expected to participate fully in all events – internal and external to the NBH community, and to positively support our initiatives.

Person Specification Early Years Practitioner

A: Commitment to Vision	1. Shares the aims, vision and ethos for North Bridge House Nursery School
B: Experience	2. Current or recent experience of working within the Early Years Foundation Stage.
C: Qualifications	3. Holds or working towards NVQ level 2 or 3 in childcare and Education or equivalent qualification or experience 4. Good Numeracy/Literacy skills 5. Training in relevant learning strategies 6. First aid training
D: Teaching & Learning	7. Provide high quality teaching and learning support to meet the needs of all pupils in the Early Years Foundation Stage.
E: Skills	8. Has excellent communication skills (including written, oral and presentation) 9. Fluent in English 10. Ability to use own initiative and work as a member of a team 11. Competent in ICT
F: Knowledge	14. Has a good knowledge of the expectations of good quality Early Years provision 15. General understanding of Foundation Stage curriculum and other basic programmes. 16. Understanding of principles of child development and learning 17. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation 18. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young carers 19. Has knowledge of teaching phonics 20. Awareness of current curriculum issues and educational developments – DESIRABLE
G: Personal Attributes	21. Ability to relate well to children and adults 22. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 23. Able to deal sensitively with people and achieve positive outcomes. 24. Ability to self-evaluate learning needs and actively seek learning opportunities 25. Enquiring, independent thinker 26. Approachable, honest, reliable, resilient; has presence and is highly

visible to students, parents/carers and the wider community