

Proposed Job Description – Nursery Early Years Practitioner

Salary and Grade:	Competitive salary
Responsible to:	The Head teacher
Supervisory responsibility:	Responsible for leading the Nursery team.

Main Purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of the Nursery.
 - Work effectively as part of the EYFS team using personal skills, knowledge and experience to deliver a planned EYFS curriculum and deliver high quality Nursery care; ensuring that the four principles (A unique child, Positive relationships, Enabling Environments and Learning and Development) are met.
 - Be an excellent practitioner, modelling effective teaching and learning in the Nursery.
 - Have an impact on educational progress for the pupils in the Nursery – contributing to improved pupil outcomes and rapidly addressing any identified underperformance of pupils and vulnerable groups.
 - Take responsibility for all assessment of pupils in the Nursery.
 - Assist in the smooth running of the Nursery at all times.
 - Be a proactive and effective member of the EYFS team, liaising with the EYFS leader to ensure effective provision across the EYFS.
-

Duties & Responsibilities:

The Nursery Early Years Practitioner will be responsible for the delivery of high quality nursery care and provision.

Leadership

- Contribute to maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership.
- Assist in leading, motivating, supporting, challenging and developing all staff within the Nursery team to secure continual improvement and good outcomes for all children.
- Help develop a highly effective Nursery through effective systems.
- Be able to present a coherent and accurate account of the children's performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences, including governors.
- Lead by example, provide inspiration and motivation to the Nursery team. Embodiment for the pupils, staff, governors and parents the vision & purpose of learning in the Nursery.
- Ensure that all staff in the Nursery are committed to the school's aims.

Leading, developing and enhancing the teaching practice of others:

- Play a role in the development of high quality provision in the Nursery. This will include curriculum planning and providing feedback and advice as well as assisting and supporting colleagues with the planning and delivery of a differentiated curriculum.
- Keep up to date with current developments in EYFS practice and in school improvement in the EYFS, sharing this with staff to develop practice.



- Ensure that the work of the Nursery team is inclusive and that issues are addressed in curriculum and/or pastoral management.
- Manage effectively the smooth transition of pupils in to the Nursery and Reception.
- Be a role model and support colleagues with behaviour management where appropriate.

Planning and Setting Expectations

- Lead on planning expectations and ensure that teachers within the Nursery are meeting these.
- Have high expectations of all pupils and staff.

Assessment and Evaluation in EYFS

- Support families with the induction and well-being of their child when they arrive in Nursery.
- Ensure that baseline assessments are captured when the children enter the setting so that an accurate picture of pupil progress can be measured.
- Ensure that parents are well-informed about their child's attainment and progress.
- Develop an effective partnership with parents and help them to understand how they can support their child's learning and personal development.
- Involve parents in the learning process through workshops and events.
- Develop effective relationships with the community; develop the parent toddler group and form effective relationships with other Early Year providers.

Managing and Developing Staff

- Ensure that a professional demeanour and attitude is maintained by all staff in the Nursery team.
- Lead Nursery team meetings and create strong team work, where all adults input in to planning, assessment and provision.
- Act as a role model and encourage collaboration, co-operation and teamwork.
- Ensure you keep up to date with current developments in EYFS provision, sharing information as appropriate. Develop yourself to improve your own performance.

Curriculum

- Keep up to date with new developments within the EYFS and embrace new initiatives.
- Support the HT & EYFS lead to roll out any actions within the EYFS action plan / School Improvement Plan.
- Alongside the EYFS lead, evaluate the effectiveness of the Nursery curriculum.

Teaching and learning responsibility

- Plan organised activities, within the Early Years framework, appropriate to the different needs of pupils.
- Ensure observations and record keeping are accurate and complete.
- Take responsibility for the ongoing assessment of pupils and records of progress and achievement. Use this information to identify and plan next steps.
- Work with other members of the Nursery team to:
 - Create a happy and secure environment where children can develop confidence and grow as individuals.
 - Manage pupil's behaviour positively.
 - Encourage independence and develop 'self help' skills such as toileting / hand washing etc.
 - Maintain a clean, tidy and organised Nursey environment



- Take the time to understand the specific needs and any dietary requirements of individual children e.g. allergies, SEND etc
- Work with other members of the SLT to secure and sustain high expectations and excellent practice in the Nursery.
- Have responsibility and accountability for Nursery.
- Lead on planning expectations and ensure that Nursery assistants are meeting these.
- Attend Nursery pupil progress meetings.

Managing Resources

- Manage, monitor and review the range, quality and quantity of all available resources in order to improve pupils' achievements, ensure efficiency and secure value for money.
- Ensure that learning environments are of a consistently high standard in the Nursery.

Manage Key Stage Relationships with Parents

- Act as a 1st point of reference in the Nursery.
- Organise and conduct meetings where appropriate with parents / carers to ensure positive outcomes for all parties.

Managing Own Performance and Development

- Prioritise and manage own time effectively.
- Work under pressure and to deadlines.
- Sustain own motivation and that of other staff in your phase.

Other

- Assist in the smooth running of the Nursery at all times.
- To ensure the safeguarding of pupils.

Note

This job description is not your contract of employment. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Any changes will be done in consultation.

Signature of post holder: _____ Date:

Signature of Head Teacher: _____ Date: