

**Job Title:** Nursery Practitioner

**Job Reference No:** 19-20007

**Responsible to:** Nursery Manager

**Salary:** Dependent on experience and qualifications

**Contract:** Permanent

**Hours:** 40 hours per week, all year round

**Background**

Taunton School was founded in 1847. It is an independent day and boarding school for approximately 1,150 boys and girls, aged from 0 - 18 years, with approximately 400 boarders. We aim to challenge, nurture and inspire young people to succeed in a global community.

Taunton School is an equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and has achieved the gold standard Investors in People accreditation.

Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Overall Purpose**

The main role of the post holder will be to provide effective support to the room supervisor of Taunton School Nursery and the Nursery Manager within the TS Pre-Preparatory School in the provision of a stable, caring, learning environment which enables all children to achieve their full potential and facilitates their early social and moral development by:

**Duties and Responsibilities:**

* Assisting the room supervisor with the planning, preparation of work, general organisation and management of the classroom
* Taking responsibility for classroom activities, under the direction of the room supervisor, as and when required
* Assisting the pupils carrying out tasks to the best of their ability by providing an appropriate level of support and interaction
* Providing honest and fair feedback to the room supervisor and the Nursery Manager on the pupils’ knowledge, abilities and behaviour
* Undertaking the role of Key-person for specific children, meeting and communicating effectively with their parents as required
* Maintaining files, registers and assisting with assessments keeping an accurate and timely written record of pupils’ progress
* Assisting the room supervisor and the Nursery Manager to maintain appropriate levels of effort and behaviour amongst the pupils
* Assisting with the display of pupils’ work in the classroom to ensure that the classroom is visually stimulating and interesting whilst reflecting what they have been doing and learning
* Setting out in good time books, materials and equipment and taking photocopies as required to enable pupils to carry out specific tasks
* Ensuring that the classroom has sufficient stationery and other teaching resources and materials
* Assisting with the clearing and tidying up of the classroom at the end of the school day and ensuring that it provides a safe learning environment
* Assisting the pupils’ independent development by helping them with their personal hygiene, at lunchtime and getting changed
* Assisting with swimming activities including swimming with pupils when required
* Providing assistance when a pupil is ill; administering appropriate first-aid, accompanying to the Health Centre and contacting parents
* Attending and contributing positively to weekly planning and staff meetings as required
* Maintaining an up-to-date knowledge of childcare legislation and practice and attending training activities as required.

The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.

**Skills Required:**

You will be required to demonstrate the following:

* *Demonstrates leadership and personal responsibility* by motivating, raising awareness; showing drive and determination; is punctual; organising work with little or no supervision; getting commitment; being patient and resourceful and showing good judgement
* *Works effectively with other people* including parents, pupils, colleagues, support staff and other professionals by sharing knowledge and information; by allocating and delegating work fairly and according to pupils’ strengths and weaknesses; treating pupils equally and sensitively; supporting, encouraging and giving guidance to children to achieve their potential and being a good team member
* *Gets the job done:* delivering what is required on time and to the appropriate quality; being adaptable and flexible
* *Managing resources* *effectively* such as time, equipment, IT, information, knowledge and accommodation
* *Communicating clearly* by getting across the message effectively to pupils, listening carefully and responding to feedback, persuading and influencing; representing the Department and School professionally.

**Qualifications and Experience:**   
An appropriate qualification in Childcare at NVQ Level 2 as a minimum is essential together with experience of working in a nursery or baby unit. It will be expected that you will be working towards your Level 3 qualification.