



Job Description

Early Years Practitioner- Level 3

Core purpose of role

To work as part of the teaching team in the nursery ensuring the care and education of all the pupils, enabling them to maximise their learning and develop strong learning behaviours within a creative, effective Early Years environment.

Key duties:

- With the nursery teacher, to be involved in the planning and delivery of an effective early years curriculum, including resource preparation, teaching and assessment
- To work with individuals, small groups and the whole class undertaking directed teaching activities
- To engage in a range of effective teaching activities and play both indoors and outdoors, whilst also ensuring pupils health and safety at all times
- To support the health, safety and well being of pupils, encouraging independence and self help skills, good standards of personal hygiene, good manners and social skills through specific modelling and teaching
- To be actively involved in the assessment of pupils in order to provide for their individual needs and assist with record keeping and reporting to parents
- To participate in home-school liaison activities including parent evenings, parent workshops, induction visits and admissions
- To look after pupils who may be unwell or require first aid treatment in line with school policy and procedures
- To have a pastoral role, nurturing and comforting pupils as required
- To encourage positive behaviours in pupils using clear behaviour management strategies, setting clear boundaries and modelling effective behaviours
- To contribute to report writing and record keeping, and provide information to outside agencies as required
- To participate in school trips ensuring effective supervision of pupils at all times

Norfolk House School

Junior Prep and Senior Prep
10 Muswell Avenue, Muswell Hill, London, N10 2EG
Telephone: 020 8883 4584
Email: maoffice@norfolkhouseschool.org

Nursery and PrePrep
5 Princes Avenue, Muswell Hill, London, N10 3LS
Telephone: 020 8444 4399
Email: paoffice@norfolkhouseschool.org

Registered Office:
1 Wolsey Road, Hampton Court,
East Molesey, KT8 9EL
Company Registration Number: 06700115



- To set up and maintain a creative, effective learning environment both indoors and outdoors, ensuring equipment and resources are looked after, well organised and stored away carefully.
- To produce a range of high quality displays showcasing pupils learning, and teaching and learning resources.
- To support pupils during meal and snack times, encouraging good manners and healthy eating
- To assist children with personal hygiene issues, changing clothes, clearing up bodily fluids etc
- To undertake all duties assigned by the nursery teacher, Deputy Head Teacher or Head Teacher, consistent with the core purpose of the role.

Person specification

- Certificate of NNEB/BTEC/NVQL3 (Child development) - essential
- English and Maths GCSE grade C or above, preferred
- 2 years experience in a School/Nursery setting, preferred
- Excellent written and spoken English
- Ability to undertake all the duties outlined in the job description
- Sound knowledge of effective EYFS curriculum and practice
- Ability to use own initiative, take responsibility and develop positive and strong relationships with children and adults
- Strong organisational skills and time management
- Commitment to safeguarding, equalities and teamwork

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