



**Broadlands
Academy**
To make our best better



**Academies
Enterprise Trust**
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Job Description

Job Title: **Nursery Practitioner**

Location: Broadlands Bears Nursery
Broadlands Academy
St Francis Road
Keynsham
Bristol
BS31 2DY

Hours of work: 27.5 hours per week, all year round, between the hours of 07.30am to 6.00pm.

Reports to: The Manager of Broadlands Bears Nursery and the Principal of Broadlands Academy

Purpose and Description of Post:

New and exciting opportunities are available for an enthusiastic individual to work towards establishing a new nursery, Broadlands Bears, which will welcome children aged two to rising five on the Broadlands Academy site. The successful candidates will be working within a small homely free-flowing provision offering a stimulating environment both inside and outside.

Vision

For children and families to have access to a safe, welcoming and responsive environment which supports them to develop a motivation for life-long learning. To

create relationships which nurture the emotional wellbeing of all and provide opportunities which strive towards each individual meeting their full potential.

Values

- Emotional Wellbeing – we support children and families to develop positive and trusting relationships with practitioners in order to thrive.
- Creative and fluid learning – we recognise and celebrate play as a process of learning, problem solving, making connections and imagining. Interactions and opportunities are responsive to individual interests and creative learning processes.
- Every child has huge potential – children have the right to be supported to reach their full potential and have a positive view of themselves as a capable and motivated learner.
- Real life experiences are wonderful learning opportunities – the nursery encourages children to take part in the everyday routines and build independent life skills

Overall Responsibilities:

Key Areas:

- 1) To provide a **high standard of care for all children** attending the nursery and fully implement the EYFS ensuring varied play and learning opportunities.
- 2) To **support the Manager, Deputy Manager and Lead Practitioner** in **delivering the EYFS including the Safeguarding and Welfare requirements of the EYFS.**
- 3) To work in **partnership with parents**, within the local community and within Broadlands Academy and Academies Enterprise Trust.
- 4) To fully understand the settings **policies and procedures** and follow these.
- 5) To fully support the **key person system** and **complete all assessments** of children assigned as directed by the Manager, Deputy Manager or Two Year Old Lead Practitioner.
- 6) To **work as part of a team** supporting each other cooperatively.
- 7) To **safeguard children** to the highest standard at all times as a first priority.

Main Duties and Responsibilities:

- 1) To work as part of a team across the provision supporting Pre-school children and two year old children.
- 2) To fully implement the EYFS. Facilitate free flow between the Pre-school, the base room for two year olds and the outdoor environment;
- 3) To plan a variety of high quality play and learning experiences inclusive of adult and child led activities and utilise next steps in children's development within planning;
- 4) To liaise with where necessary the Designated Safeguarding Lead to

ensure children are fully safeguarded. To be aware of and follow procedure in the event of a disclosure from a child or any other safeguarding concern;

- 5) To implement an effective positive behavior policy, ensuring consistency and taking into account children's levels of understanding and stages of development;
- 6) To support nursery induction, and be flexible to key person roles and settling in procedures. Work with parents to ensure children's individual needs are met;
- 7) To complete as a child's key person any formative and summative assessments in line with the Nursery and be responsible for children's learning journals.
- 8) To support children to develop independence and self-help skills ensuring intimate care policies are appropriate and are followed. To have particular regard to the individual needs of each child who attends the nursery ensuring that each child's needs are met and they are able to fully participate in the session
- 9) To support the serving of refreshments and meals to children;
- 10) To be aware of headcount procedures and know how many children are within your responsibility at any one time;
- 11) To plan resources and set up activities as required including cleaning and tidying as deemed necessary;
- 12) To be aware of any children with additional needs within the nursery and assist in implementing any support plan required keeping appropriate records, liaising with the Special Educational Needs Coordinator;
- 13) To attend training and keep up to date with changes to the EYFS including the Welfare and Safety Requirements;
- 14) To attend meetings as requested by management including open days or parents evenings as required;
- 15) To participate in the supervision and appraisal system of own performance;
- 16) To comply at all times to the setting's policies, procedures and standards including health and safety, hygiene, inclusion and confidentiality.

Other clauses:

- 1) The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
- 2) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 3) The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- 4) This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

- 5) There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
- 6) This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- 7) Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding:

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification:

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<p>A minimum of a full and relevant level two qualification. Previous experience of working in an early year's setting.</p> <p>A positive approach to gaining further qualifications</p> <p>Current Paediatric First Aid certificate minimum of 12 taught hours.</p> <p>Level 2 Food Hygiene Certificate.</p> <p>Current Safeguarding Children Certificate.</p>	<p>Any level 3 childcare qualification or above.</p> <p>Additional relevant training or qualifications.</p>
Knowledge/ Experience	Specific knowledge/ experience required for the role	<p>An inexhaustible enthusiasm for children's quality care and education.</p> <p>Good organisational, record keeping and planning skills including completing reports and transition records.</p> <p>Excellent written and verbal communication skills, with colleagues, parents, carers and children. Computer literate.</p> <p>A positive approach to inclusive practice, with</p>	<p>Experience of parent meetings and examples of successful working in partnership with parents.</p>

		<p>children, colleagues, parents and carers.</p> <p>Punctuality, patience, reliability and trustworthiness.</p>	
General heading	Detail	Essential requirements:	Desirable requirements:
Skills	Line management responsibilities (No.)	<p>Experience of working in a close team within an Early Years setting.</p> <p>Previous experience of working with children aged 2 years to rising 5 years.</p> <p>A thorough and robust knowledge of the Early Years Foundation Stage Statutory Framework including the Safeguarding and Welfare Requirements and Outcomes and Development Matters, April 2017.</p> <p>Knowledge of an enabling outdoor environment and its crucial role in early year's education.</p> <p>An understanding of the imperative nature of safeguarding children and how this must be foremost in all the settings practise.</p>	<p>Evidence of taking initiative or sole responsibility for a designated task, organising and implementing this independently.</p> <p>Examples of setting up outdoor activities to reflect the indoor environment.</p> <p>Examples of appropriate gathering or recording evidence of a safeguarding nature and how to maintain confidentiality.</p>
	Forward and strategic planning	NA	
	Budget (size and responsibilities)	NA	

	Abilities	NA	
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General heading	Detail	Essential requirements:	Desirable requirements:
Personal Characteristics	Behaviours	Physically fit and able to manage the physical demands of working with very young children.	Flexibility – occasionally working hours might be changed, eg. If the setting hosts a Parent's Evening.
Special Requirements This post is exempt from the Rehabilitation of Offender's Act 1974.		Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people Ability to travel as required	