JOB DESCRIPTION

**Nursery Practitioner (Baby Room)**

1. **St Francis Xavier College is a Roman Catholic Foundation. All staff should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal.**

**B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**

**C. This post is offered subject to the conditions of service as set out in the agreed contract.**

**D. For further information about the duties of all members of staff, terms and conditions, mission and policy framework of the College please see Staff Handbook available on the College intranet.**

**Hours:** 37 hours per week all year round to be worked on a shift basis to cover nursery opening times of 8.00 a.m. until 6.00 p.m.

**Reports To:** The Nursery Manager

**Purpose of the Job:**

The Nursery Practitioner provides quality care for children. The line manager is the Nursery Manager with accountability to the Nursery Management Committee and St. Francis Xavier College Governors.

**Main Activities and Responsibilities:**

1. To be responsible for a key group of children, taking on planning, observations, assessments and record keeping. This includes preparing for and attending bi annual parents evenings.
2. To work as part of a team, supporting all members of the nursery to ensure all the needs of the children are met
3. To follow the nursery curriculum, currently the Early Years Foundation Stage (EYFS) and plan suitable, challenging and diverse activities that will encourage the children’s development.
4. To maintain high levels of health and safety and ensure that welfare and safeguarding procedures are followed along with other nursery policies in line with OFSTED
5. To maintain and develop the good partnership with parents, children and all nursery users
6. Promote equal opportunities for all nursery users
7. Be committed to developing and improving the nursery
8. To be involved with all aspects of the nursery life
9. Participate in room meetings, attend monthly staff meetings
10. To achieve and maintain a high standard of care and education for all children irrespective of their background
11. To maintain appropriate levels of confidentiality
12. To undertake any reasonable roles or duties as requested by the manager

**Selection Criteria:**

1. NNEB/NVQ3/BTEC National/CACHE L3/ DCE level 3 qualified.
2. The ability to work in a team.
3. A good sense of humour.
4. A calm, adaptable disposition.
5. Excellent knowledge of child development and the Early Years Foundation Stage
6. Genuine enjoyment of the company of children.
7. Post qualification experience of working with babies and a good track record of working with children under 5 years old.
8. A commitment to the safeguarding of children is essential.
9. Applicants must have an awareness of the need for personal development, both as a member of a team and as an individual.
10. The candidate must have a commitment to the Ethos and values appropriate to a Catholic College