

KEY WORKER ACORNS

Reporting to:

Class Teacher and Head of Year

OVERVIEW

The role of the Key Worker is to provide support to the Class Teacher and with the management and smooth running of the Nursery and to deliver the best possible environment and highest standards of care and education for the pupils. You will work in conjunction with a group of Nursery practitioners and teachers. The role of the Key Worker at DHS School is one of great importance. You will be in the position of introducing our children to a world away from their parents, possibly for the first time. You will be a personable, patient, kind and warm individual who can engender the trust of both small children and adults alike and you will be able to build on these early relationships to meet the developmental needs of all the children in your care across the EYFS Development matters. You will be an extremely creative person, able to respond dynamically to the needs of children and you will be energetic and enthusiastic in your ability and desire to provide a rich and changing learning environment according to the interests and questions of your children. You will be an effective communicator, both verbally and in the written word and you will be able to liaise with parents, professionals and external agencies, providing a high level of care.

ROLES AND RESPONSIBILITIES:

- To deliver and ensure a high standard of learning, development and care for children aged 2 - 3 years in accordance with the EYFS Framework 2023 and the Development Matters document.
- To assist and support the Teacher and the Team with the day-to-day activities of the setting.
- Contribute to planning and evaluation of high-quality provision and stimulating activities which meet children's individual needs both indoors and outdoors. Offer and promote child-led, play-based learning.
- Understand the stages of young children's learning and development and the benefits of maximizing time spent learning outdoors.
- To ensure that the Nursery is a safe environment for children, staff and others. Prevent risks through good hygiene practice, active tidying, and always being aware of the children's movements.
- Develop partnerships with parents/carers to increase involvement in their child's development. Establish a positive home to school connection.
- Under the direction of the Head of Nursery, Head of Year and Class Teacher, be responsible for a key group of children. Making relationships with their families and bonding with the children to help them settle. Keeping track of them on a daily basis, providing for their needs (intimate care, etc.), taking care of their property, reporting back to parents verbally and via Tapestry, and two written reports annually.
- Be reflective of practice and routines, working with the team, tailoring them to meet development stages of each child throughout the day.

- Observe and assess individual children's learning and development, ensuring tapestry observations are recorded and kept up to date.
- Overall day to day support of the Class teacher and team, following rotas and timetables and completing duties in a timely manner.
- To contribute to the efficient running of the Nursery and overall delivery of a high-quality service.
- To ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- Support the development of a high-quality Early Years Foundation Stage curriculum, organise the learning environment and develop appropriate resources as required.
- To always uphold Ofsted/ ISI requirements.
- To understand and work with Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To be committed to learning new skills (often via Continual Professional Development sessions on Monday evenings from 4:15-5:00) and staying up to date with current EYFS practices as guided by HOY and HON.
- To undertake any other reasonable duties as directed, in accordance with DHS's aims and objectives.
- Recognize areas in which your key children need additional support, and work with CT, HOY, and HON to provide appropriate interventions. Communicating with parents about these areas of development in daily communications and 'Key Worker Meetings'.