



## Moor Allerton Preparatory School

### Nursery Practitioner Job Description & Person Specification

#### Job Description

Moor Allerton Preparatory School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title:</b>	Nursery Practitioner
<b>Remuneration:</b>	£10.75 per hour
<b>Working pattern:</b>	Part Time, Permanent, All Year Round, 4 days a week, 7.30am-5.45pm
<b>Responsible to:</b>	Nursery Manager/Headteacher
<b>Main Responsibilities:</b>	<p>To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 1-4. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;</p> <ul style="list-style-type: none"><li>• To provide a wide variety of activities for the children that is suitable to their individual stages of development.</li><li>• To ensure that child records, on Tapestry are kept up to date.</li><li>• To build up relationships with the parents in order to build communication between home and pre-school for the child.</li><li>• To ensure the provision of high quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.</li><li>• To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery.</li><li>• To undertake certain domestic jobs within the pre-school, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the pre-school is kept clean and tidy.</li><li>• Also to keep up to date with the Health and Safety at work Act.</li><li>• To record accidents/incidents on the correct forms.</li><li>• To always ensure that someone known and agreed by the pre-school and parent, collects the child.</li><li>• To accompany small groups of children on regular local outings.</li></ul>

	<ul style="list-style-type: none"> <li>• To assist in the provision of support and guidance to students on placement.</li> <li>• To attend staff meetings, termly parents evenings, and occasional social functions.</li> <li>• To assist with serving the children’s lunches.</li> <li>• You will be required to participate in staff training and annual assessments of progress.</li> <li>• To ensure that all policies/procedures and risk assessments are read and understood.</li> <li>• To respect the confidentiality of all information received.</li> <li>• To carry out any other duties requested by Head of Prep.</li> <li>• To be aware of the high profile of the Pre-School and to uphold its standards at all times both within work hours and outside.</li> <li>• To be happy and approachable.</li> </ul>
<p><b>Monitoring, Assessment, Recording, Reporting, and Accountability</b></p>	<ul style="list-style-type: none"> <li>• To maintain a record of progress</li> <li>• To contribute towards reports for annual reviews and outside agency assessments</li> <li>• To be involved in provision mapping/planning, taking account of any EHCP targets.</li> </ul>
<p><b>Professional Standards &amp; Development</b></p>	<ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work</li> <li>• To be familiar with and support all the School’s policies</li> <li>• To establish effective working relationships with professional colleagues and associate staff</li> <li>• To strive for personal and professional development through active involvement in the School’s appraisal system and performance management procedures</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties</li> <li>• To uphold the school’s core values.</li> </ul>

**Person Specification**

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	<p>Excellent literacy and numeracy skills.</p> <p>A teaching assistant qualification or the equivalent gained through experience.</p>	<p>Further qualifications with regard to child protection and/or SEN.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Experience:</b>	<p>Experience of working with children aged 2+, preferably within an educational context.</p>	<p>Recent experience of working in education.</p> <p>Experience of working with children with special educational needs.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Skills:</b>	<p>An ability to communicate effectively both verbally and in writing.</p> <p>An ability to devise and implement a range of strategies to support learning and enjoyment of learning.</p> <p>Good literacy and numeracy skills.</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge:</b>	<p>Knowledge of various special educational needs.</p>		<p>Application Form</p>

			<p>Interview</p> <p>Professional references</p>
<p><b>Personal competencies and qualities:</b></p>	<p>A genuine enthusiasm for working with children.</p> <p>A commitment to overcoming barriers to learning.</p> <p>An ability to inspire confidence.</p> <p>A positive attitude.</p> <p>An ability to strike a good professional rapport with children, staff and parents.</p> <p>Being a positive role model.</p> <p>To be flexible to the needs of the students.</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>