



LEICESTER GRAMMAR JUNIOR SCHOOL

Job Description for Foundation Stage Practitioner (Nursery Nurse)

Reporting to: The Headmistress or Head of Infants in her absence

Qualifications: An NNEB Certificate or CWDC Level 3 equivalent is essential

Additional qualifications may include: A current First Aid Certificate (Paediatric)
A Food Hygiene Certificate

A FS Practitioner at Leicester Grammar Junior School will be expected to:-

Teaching and Learning

- 1 Be able to plan, deliver and evaluate activities to support the class teacher in curriculum work across FS1 and FS2.
- 3 Be prepared to work in both FS1 and FS2.
- 4 Demonstrate and encourage high standards of work presentation.
- 5 Share responsibility for work displays both in and out of the classroom.
- 6 Together with the class teacher, build sound professional relationships with parents.
- 7 Set high expectations for children's behavior, establishing and maintaining a good standard of discipline through teaching and positive productive relationships.
- 8 Have sound knowledge of the daily classroom routine and timetable. Assist with registration and organisation in the teacher's absence.
- 9 To participate fully in the general life of the school, including assemblies, festivals, children's outings, Forest School.
- 10 Support outdoor learning in line with EYFS curriculum
- 11 Know any children within the class who have educational special needs and/or for whom English is an additional language.

Knowledge and Understanding

- 1 To be fully aware of the latest legislation, guidelines, policies to ensure the statutory Framework for the Early Years Foundation Stage are met at all times
- 2 Have a good understanding and be proficient in the use of ICT.
- 3 Have a clear understanding of the importance of Health and Safety and Food Hygiene in the workplace

Assessment, Recording and Reporting

- 1 If marking children's work, adhere to the Junior School Marking Policy.
- 2 Contribute to written observation, records, logs and assessment profiles including Learning Journeys with reference to the 'Development Matters' including 'next steps'.
- 3 Share with class teacher information on children's progress and children causing concern, as appropriate

Pastoral Care

- 1 To actively promote and support the safeguarding of children in the workplace.
- 2 Observe and maintain safety procedures as laid down in the school's Health & Safety Codes of Practice and Safeguarding Policy during normal class activities, playtime, lunchtime, educational visits, general movement through the school.
- 3 Oversee the safe arrival & departure of children, as necessary, during the school day.
- 4 Supervise children at break and lunchtimes and afterschool, alongside other members of staff.
- 5 Observe, encourage (and record as required) the physical, emotional and social development of the children and cater for their needs.
- 6 Encourage courtesy and good manners at all times.
- 7 Support and develop children's personal relationships with each other and with adults.
- 8 To encourage and support the children with independence in undressing and dressing for PE, dance and games, where appropriate.
- 9 Encourage a high standard of hygiene at all times.
- 10 Help with first aid and toileting accidents.

Managing Own Professional Development

- 1 Be familiar with the contents of the Staff Handbook and follow procedures in it.
- 2 Maintain a high standard of time-keeping and personal presentation, in line with staff dress code.
- 3 Attend Inset relevant to the role of FS Practitioner or as directed by Senior Management.
- 4 Attend and contribute to staff & department meetings and parents' evenings and INSET during or after school hours.
- 5 Prepare to work with student FS Practitioners who may be placed in the school.

Areas Relating to the Whole School Community

- 1 Work in accordance with the School's Mission Statement.
- 2 Carry out other duties in school including bus and prep.
- 3 Attend and support afterschool activities e.g. Christingle Service, Open Mornings, parents' evenings etc.
- 4 Have a cheerful disposition, a firm but fair approach to discipline and respect all cultures.
- 5 Be flexible and adaptable in coping with the unexpected.

To undertake any other reasonable duties as requested by the Headmistress.

KEY RESULTS AREA:

Standard of performance is achieved when:

- 1 The Foundation Stage Practitioner works co-operatively with the class teacher, thereby contributing to the education of the children in and out of the classroom.
- 2 Work is carried out with an existing structure of continuity and progress.
- 3 Liaison and consultation are maintained with one or more of the teaching staff.
- 4 A highly professional standard is adopted.
- 5 Regard is given to the needs of the children in order that the best advantage is made of individual strengths.

ADDITIONAL RESULTS AREA:

The ability to be flexible,
 to be reliable in attendance,
 to be understanding and considerate,
 to respect confidentiality,
 to take advice,
 to sustain high standards,
 to be patient,
 to work under pressure,
 to maintain discipline,
 to work in co-operation with all staff and
 to present a happy countenance at all times

are qualities essential to the job.

Unforeseen circumstances or changes in work may require additional duties to be performed.

Leicester Grammar Junior School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with previous employers and DBS



Leicester Grammar Junior School
Foundation Stage Practitioner (Nursery Nurse)
Personnel Specification

	Essential	Desirable
1. Qualifications	A good standard of general education, normally evidenced by 3 or more GCSEs (including Mathematics and English) at Grade C or above or other equivalents. NVQ Level 3 or NNEB Competent in use of ICT	Current First Aid certificate (Paediatric or other)
2. Experience	Experience of working with young children	Experience of working with Foundation Stage children in School Setting
3. Written application	Application form together with covering letter describing strengths and interests.	
4. Personal qualities	Good inter-personal skills Ability and commitment to work creatively to ensure that children develop as happy, motivated, independent learners Have patience; tenacity; flexibility, warmth, self-motivation, be well organised; sense of humour.	
5. Children	Fondness and understanding of children Commitment to children's social, academic, emotional and physical development; Care for children's well-being e.g. Toiletry, support dressing, cleaning up accidents etc	
6. Whole School Community	Ability and willingness to attend and support occasional after school activities	

April 2019