



HOLY CROSS CATHOLIC PRIMARY SCHOOL

Job Description	Nursery Practitioner
Salary Range	Scale 5 TTO: £29853 - £30852 pro-rata

Purpose of Job:

To be a member of a professional team led by the class teacher to provide high quality care and education for our children in the Early Years Foundation Stage.

Key accountabilities/duties/responsibilities:

- Together with the EYFS Team, plan and implement appropriate activities for individual and groups of children to provide impactful learning opportunities
- To contribute to assessment, planning and observation
- Contribute to the completion and collation of documentation related to children within the class
- Contribute to the development of an enabling learning environment, both indoors and outdoors
- Communicate relevant information to colleagues, parents and carers
- Develop and maintain professional links with parents and carers and other colleagues
- Work with and observe key children and report their progress to both colleagues and parents.

General Duties & Responsibilities

- Work as a member of a team, contributing to the planning for preparation, delivery and evaluation of learning experiences that will enhance all areas of the children's development
- Help maintain a safe and exciting learning environment which ensures that all children have equal access to learning & development opportunities
- Support new children and their parents upon admission into Nursery or Reception
- Encourage children's independence and resilience
- Support children with additional educational needs by contributing to reviews and case conferences and working in cooperation with other agencies as appropriate. As well as contributing to Individual Education Plans as required.
- Maintain effective, professional relationships with colleagues.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of safeguarding, health & safety, confidentiality and data protection.
- Provide a model of best practice in early years education for visiting professionals
- Support the Catholic ethos of Aspire London
- Implement the early years foundation stage and national curriculum frameworks.
- Plan, prepare and implement group activities.
- As assigned by the class teacher, assume responsibility within the team for the "key person" role for a child or group of up to 13 children as defined by the EYFS. This involves planning, evaluation, observation and record keeping.
- Take small groups of children out of school to develop their interests in their local environment in line with school policy.
- Provide short term cover, such as during Teacher PPA time, in accordance with the statutory framework for EYFS
- Be responsible for the maintenance and development of a curriculum resource area/focus.
- Build and maintain effective professional relationships with parents and carers, maintaining high standards and boundaries at all times.

- Develop home/school/setting links by participating in home visiting, encouraging and promoting parental involvement in a range of school activities.
- Inform and involve parents and carers of their child's progress and development by providing written reports and attending parent's evenings
- Administer first aid as required
- Staff may be required to carry out basic medical procedures, for which training would be provided.
- Take responsibility for daily access and storage of any play equipment

The post holder may be required to carry out other reasonable duties commensurate with the grade, as requested by the class teacher, Head of School or Executive Headteacher.

This job description is not exhaustive and may change as the post or the needs of the school change. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.



not to have more but to be more
saint oscar romero

NURSERY PRACTITIONER PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Experience		
Minimum of a recognised Level 3 Early Years Qualification plus maths and English to a minimum of GCSE level 4 (C)	✓	
Minimum of two years' recent school experience, demonstrating a wide range of strategies for supporting children within the Foundation Stage.		✓
First Aid certificate		✓
Knowledge & Skills		
Knowledge of the Foundation Stage curriculum	✓	
Working knowledge of inclusion	✓	
Awareness of health and Safety	✓	
Knowledge of the outdoor environment to enhance children's learning.	✓	
Able to take responsibility for groups of children	✓	
Able to work collaboratively within a team	✓	
Excellent written and verbal communication skills	✓	
Effective use of ICT to support learning and produce reports	✓	
A clear understanding of child development and how children learn	✓	
Personal characteristics		
Ability to relate well to children	✓	
Able to use initiative to overcome problems	✓	
Able to be flexible and adaptable	✓	
Willing to get involved in the wider life of the school	✓	
To be able to work flexibly according to the needs of the school	✓	
To support the Catholic ethos of the school	✓	

