

## JOB DESCRIPTION

### Southroyd Primary and Nursery School

POST TITLE	POST REFERENCE NUMBER	GRADE
Nursery Practitioner (AYR 37hrs p/w)		B1 (SCP4-6)

### POST(S) TO WHICH DIRECTLY RESPONSIBLE

Deputy Nursery Manager/Early Years Leader

### POST(S) FOR WHICH DIRECTLY RESPONSIBLE

Nursery Practitioner

### PURPOSE OF JOB

Under the general direction of the Manager and senior staff, the Nursery Assistant role is to work as part of a team to deliver a high standard of care which meets the individual needs of the children. To make and maintain positive relationships with the children and to safely meet the physical care and management needs of children.

All staff are required to support the services main purpose of encouraging and enabling children to develop, behaviourally, educationally and emotionally. To create and maintain a customer focused attitude and approach at all times that promotes positive relationships and generates a culture of openness and trust. To deliver efficient, effective and quality services by way of flexible working. To work together with colleagues from other service areas and organisations to provide and maintain a safe secure and learning environment that promotes the safety and welfare of children in which they can prosper, develop and achieve. To foster, maintain and support pro-social behaviour, a restorative and solution focussed approach with, children, and colleagues.

### RESPONSIBILITIES

- To provide high quality care and education for all children and support for families.
- To provide a broad and balanced Early Years Foundation Stage curriculum that will meet the requirements of the relevant national and local standards.
- To establish and deliver on the delivery of Individual Educational Programmes (IEP) and the Early Support Programme for children with Special Educational Needs and disabilities (SEND).
- To observe and monitor children's development and contribute to written reports of their progress.
- To maintain client confidentiality.
- To liaise with and provide professional advice to, parents, social workers and health visitors involved with a child and their family.
- To liaise with local primary schools and providers and prepare reports that will support the child's transition into school.
- To report any injury or accident, ensuring that health and safety of the individual is maintained.

- To understand and operate the policies and procedures for the administration of medication including accurately recording and verifying drug sheets.
- To report any suspicious or suspected non-accidental injury to follow and comply with Departmental Child Protection Procedures, in line with Local Safeguarding Children Board Procedures (West Yorkshire Consortium Procedures Manual).
- To support student placements: to help prepare and present accurate, concise reports on these to the Manager and/or college tutors.
- To provide interesting and appropriate educational activities and visits for children and families, observing Health and Safety policies and making risk assessments as required.
- To support parents and families where necessary in the successful admission and transition of their children
- To take responsibility for a group of children during any building evacuation.
- To participate in and provide training and development activities as necessary to ensure up to date knowledge and skills.
- To undertake other duties appropriate to the post as required by the Service.
- To comply with the requirements of all Leeds City Council policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.
- To actively promote and support Leeds City Council's Policies on Equal Opportunities and to work in an anti-oppressive manner.
- To work collaboratively to manage children's behaviour in developmentally restorative way.
- To contribute to the culture of safeguarding vigilance by following all agreed process and working with DSL team to keep all children safe.

## QUALIFICATIONS

It is an essential requirement of this post that the post holder should hold a minimum of a relevant Level 3 qualification as defined by the Sector Skills Council for Childcare, the Children's Workforce Development Council, as listed on their website at <https://www.gov.uk/guidance/early-years-qualifications-finder>  
 (NB this includes degrees recognised by the CWDC, such as the BA Hons. Childhood Studies, Early Years Sector Endorsed Foundation Degree but NOT other non-relevant degrees UNLESS Early Years Professional Status has also been achieved).

## PHYSICAL CONDITIONS

The school operates a non-smoking policy. There will be regular lifting and handling of children and equipment required.

## SOCIAL CONDITIONS

Annual Leave: This working time for this post is all year round post  
The salary paid is based on 'All Year Round' working. Annual Leave and Bank Holiday entitlements are thus provided for during the periods of school holidays.

Hours of Work: 37 hours per week AYR (working hours 7.30am-6pm flexibly or 4 day working week considered)

## **ECONOMIC CONDITIONS**

Grade: B1 (SCP 4-6)

Conditions of Service: The collective agreements negotiated from time to time as part of the NJC 'National Agreement on Pay and Conditions of Service' for Local Government Services as adopted or amended by the City Council

## **PROSPECTS**

### **Promotion**

The postholder is eligible to apply for other posts throughout the authority. All posts are advertised in the "Vacancies" bulletin, which is available to all staff.

### **Training**

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development.

Opportunities for further training and development will be made available to all staff.

**Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclose and Barring Service check.**

**We will be carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.**

## **QUALIFICATIONS**

You will hold a relevant qualification either NNEB or B TEC nursery nursing, CACHE diploma in Childcare and Education, NVQ Guidance and Educational Level 3 or above, B Ed. Early years appropriate qualification and at least two years post qualifying experience.

**Job Description Prepared / Reviewed by: K Prior** **Date:**

**Job Description Approved by** **Date:**

## EMPLOYEE SPECIFICATION

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	*		A/I
Able to motivate children and sustain their interest in play activities	*		A/I
Able to contribute to the team	*		A/I
Able to make a contribution when dealing with other people	*		A/I
Able to plan effectively to support Children's learning	*		A/I
Able to prepare and present written reports to support children's development and well being	*		A/I
Able to demonstrate the ability to problem solve.	*		A/I
Able to offer support to children and families in a multi-cultural environment	*		A/I
Able to work in a responsive partnership with parents and carers.	*		A/I
Able to develop a sensitive approach to the care of families in a multi cultural environment	*		A/I
Able to identify and manage risk and consequences through assessment and appropriate action	*		A/I
Able to supervise students	*		A/I
Able to take and accept instruction	*	*	A/I A/I
Able to use ICT			

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
A minimum of a relevant Level 3 qualification as defined in 'Qualifications' section above.	*		A
Knowledge of current knowledge of ACPC Procedures, and their role and responsibility in their implementation.	*		A/I
Knowledge of 1989 Children's Act, National Day Care Standards and OfSTED's Educational requirements	*		A/I
Knowledge of a range of factors which create stress for children and families.	*		A/I

Knowledge of guidance documents which support the development of young children's learning.	*		A/I
Knowledge of the future of childcare services nationally and locally.	*		A/I
First Aid qualified	*	*	A/I

EXPERIENCE	Ess	Des	MOA
Experience of professional employment in work with young children and families.	*		A/I
Experience of working in partnership with other agencies.	*		A/I
Experience of working in close partnership with carers.	*		A/I
Two years post qualification experience	*		A
Experience of professional employment in work with young children and families, preferably in a nursery environment.	*	*	A/I
Experience of working with Child Protection	*	*	A/I
Experience of supervising others	*	*	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		A/I
Commitment to Continuous professional development	*		A/I
Commitment to take responsibility for one's own actions	*		A/I
Commitment to ensure the nursery functions in an anti oppressive manner	*		A/I
Commitment to client confidentiality	*		A/I
Willing to have a flexible working approach to the nursery		*	A/I

<b>METHOD OF ASSESSMENT(MOA)</b>	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate