



## St. Helen's College

### **Job Description - Nursery Practitioner**

The Nursery Practitioner is expected to support the school's aims and ethos and to support the Nursery Manager in providing a safe, stimulating and effective learning environment, high quality teaching, and sensitive and appropriate pastoral care.

**As directed by the Head, Head of Pre Prep/Nursery Manager, the Nursery Practitioner is expected to**

- on first taking up appointment, follow through the school's induction programme
- abide by the terms of the contract of employment and staff handbook
- establish and maintain a good rapport with parents and colleagues
- be aware of and follow the school's academic policies, as well as policies on non-academic areas such as health & safety and equal opportunities
- attend training and preparation days, as appropriate
- assist with and attend whole school events such as Exhibition Day and the Summer Fete
- engage in staff liaison, preparation and clearing away, allowing time at the start and end of the working day to facilitate this
- encourage in the children, by example as well as instruction, courtesy and good manners
- assist with the supervision of children in the classrooms and outdoor areas
- assist with the planning, preparation and execution of class activities and clearing away of equipment
- hear individual reading, supervise group work, or lead a whole class activity such as reading a story, as directed by the Nursery Manager
- assist with all aspects of pupil assessment
- assume the role of key person for a group of children
- renew and maintain wall and other displays
- assist with the tidiness and good order of the Nursery and the maintenance of stock
- assist with walks and school journeys, within the normal Nursery day
- provide care and simple treatment for children who are unhappy or unwell, or who have suffered minor cuts or bumps
- provide first aid to children who are injured or ill
- assist with the toileting of children, where necessary
- clear up spillages and accidents
- become trained in first aid, asthma and anaphylaxis awareness
- become trained in food hygiene and positive handling
- promote and uphold British values in our work with pupils

**In addition, the Nursery Practitioner is encouraged to**

- attend training courses, paid for by the school, which will enhance expertise and awareness of educational issues