

## **JOB DESCRIPTION**

**NAME:**

**POST:** **Nursery Practitioner – Apprentice**

**GRADE:** **National Minimum Wage for Apprentices**

**RELATIONSHIPS:**

The post holder is responsible to the SENDCo. In the absence of the SENDCo the post holder will be responsible to the Academy Principal or the Director of Primary Education. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with all nursery staff. The post holder will liaise regularly with their tutor and their learning mentor (line manager in the workplace).

The post holder is accountable and responsible for ensuring that all aspects of the role are undertaken and completed fully according to training and best practice.

**PURPOSE:**

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
3. To build and maintain strong partnerships, working with parents to enable children's needs to be met.

**MAIN DUTIES:**

- Attend tutorials and complete any coursework or relevant training as directed to complete the relevant apprenticeship qualifications to a high standard.
- Ensure deadlines for apprenticeship coursework are met.
- To study the requirements of the "statutory framework for the Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.
- To effectively deliver the Early Years Framework under supervision, ensuring that the individual needs and interest of children in the setting are met.
- Supervise and support children ensuring their safety and access to learning.
- Establish good relationships with children, acting as a role model and being aware of and responding to individual needs.
- Promote the inclusion and acceptance of all children.

- Encourage pupils to interact with others and engage in activities led by the practitioners.
- To keep up to date with changes in the framework and developments in best practice.
- To keep records of your key children's development and learning journey's and share with parents, carers and other key adults in the child's life.
- Support all staff and engage as a good team member.
- To develop and maintain strong partnerships and communication with colleagues and the parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure that communication with children, parents and the staff team is polite and courteous at all times.
- Ensure a motivating environment, covering the seven areas of learning and development to stimulate children's learning in the setting.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise manager of any concerns, e.g. safeguarding concerns over children, parents, the safety of the environment, preserving confidentiality as necessary.
- Have good organisational skills with the ability to work to targets and deadlines.
- To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by the SENDCo.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To maintain and follow all Health and Safety policies and procedures at all times.
- To undertake First Aid following appropriate training.
- To work alongside the manager and other staff to ensure that the setting's philosophy is fulfilled.
- To develop your role within the team, especially with regard to being a key person.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.

#### **GENERAL:**

- To promote and support aE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.

- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

**Signed:** ..... **Date:** .....

**Principal**

One copy to be retained by member of staff and one kept on the employee’s file.

**Authentic Education (aE) is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**

**Outstanding Achievement for All**