



Job Description: Early Years Practitioner –Nursery

Pay Scale: Grade G, Points 8 - 12

Line Manager: EYFS Lead /Headteacher

Role Summary:

To actively work as part of the Early Years Foundation Stage team to provide high quality education and care for children in our Nursery.

To be responsible for planning the learning environment, carrying out assessments, record keeping and promoting partnership working with parents and carers.

Key Responsibilities:

- To plan suitable indoor and outdoor areas of activities and activities for the provision of a caring and stimulating environment for children encompassing the Early Years Foundation Stage.
- To support records for children's development and learning. To support confidential files, reports and developmental records for assessment purposes, producing written reports for meetings when required.
- To plan for and deliver regular timetabled group sessions e.g. to develop phonics, literacy and maths.
- To lead and plan for a nursery group and be responsible for their learning and development with the support of the nursery teacher.
- To undertake home visits to children and their families, maintaining confidentiality at all times.
- To be flexible to cover short term absence of colleagues when required in order to maintain continuity of learning for the pupils.
- With support to produce and deliver individual / small group specialist plans and learning activities to meet pupils needs e.g. SEND, speech and language programmes
- Lead, advise and contribute to team development activities and supervise, coach and mentor less experienced colleagues.
- Build and maintain positive constructive working relationships with pupils, parents, colleagues and other professionals to maximise pupil development and maintain the overall ethos of the school.
- To report any cause for concern regarding a child's health or welfare to the designated senior member of staff and to record any accidents to children reporting to the child's key worker where appropriate.
- To participate in visits and outings which extend the curriculum as well as other social activities which are part of the EYFS involvement in the community.



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- To attend regular team and staff meetings, all training days, sessions for parent interviews and parent's evenings to ensure up to date knowledge and information is available, some of which may be outside the normal work hours.
- Work with the schools established Behaviour Policy and behaviour curriculum to anticipate and manage behaviour constructively, promoting self-control, respect and independence.
- Promote the inclusion and acceptance of all pupils and ensure equality of access. To implement individual education programmes for children with Special Educational Needs ensuring their full integration.
- Participate in the schools Performance Management system for the appraisal of their own performance.
- To extend children's development in all areas of the Early curriculum
- To liaise with parents and carers regarding the children's needs and progress, in person, via email and over the telephone as required.
- To support at lunch times with eating, behaviour social, emotional and play development.
- To write progress reports for parents and other professionals as required.