

JOB DESCRIPTION

Role Title	Department	Reports to
Early Years Practitioner	Nursery	Nursery Manager

PURPOSE

To provide high-quality care and education for early years children under the age of 5 in a school setting, supporting their learning and development in line with the Early Years Foundation Stage Curriculum. To promote a safe, welcoming and stimulating environment that enables children to learn through play and grow in confidence.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- Observe, monitor, evaluate and record children's development and progress in accordance with EYFS requirements.
- Work in line with Ofsted requirements and contribute to maintaining high standards to support the school's inspection readiness and continuous improvement.
- Act as a key worker for a group of children, building strong, supportive relationships to promote well-being and development.
- Create a welcoming and stimulating environment that encourages learning through play, exploration and social interaction.
- Communicate effectively with parents and carers to build partnerships and ensure continuity of care and learning.
- Ensure the safety, welfare and safeguarding of all children at all times, adhering to statutory and school policies.
- Plan and deliver engaging educational and play-based activities to support children's development across all learning areas.
- Support the day-to-day operations of the setting including meal times, toileting, hygiene routines and domestic tasks.
- Supervise and contribute to the development of students on placement and support staff as required.
- Attend staff meetings, parent evenings, training and relevant events
- Maintain confidentiality and demonstrate professionalism at all times, in line with school and Trust policies.

PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none">• Level 3 qualification (Desirable)• Paediatric First Aid (Desirable)• Safeguarding Training (Desirable)
Knowledge/Experience	<ul style="list-style-type: none">• Experience of working with young children, preferably within an Early Years setting• Good working knowledge of the Early Years Foundation Stage (EYFS) framework• Experience of working in partnership with parents and carers• Understanding of safeguarding and child protection practices
Technical/Business Skills/Ability	<ul style="list-style-type: none">• Ability to observe, assess and record children's development effectively• Able to plan and deliver age-appropriate learning experiences• Strong communication and interpersonal skills• Good organisational and time management skills
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none">• Caring, nurturing and patient approach• Ability to work well in a team and on own initiative• Enthusiastic, creative and flexible• High standards of professionalism and integrity• Commitment to continuous personal and professional development

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: