

HEMBLINGTON NURSERY

JOB DESCRIPTION

POST TITLE: **Nursery Practitioner**

RESPONSIBLE TO: Headteacher but on day to day basis working under the direction of an identified member of the Senior Leadership Team

GRADE: NLW

POSTHOLDER: TBC

GENERAL RESPONSIBILITIES:

To play a key role in the delivery, organisation and development of high-quality Early Years provision for children aged 2–5, supporting the leadership of the nursery room alongside the EYFS Lead and wider leadership team.

The Nursery Practitioner will support the planning, organisation and daily running of the nursery provision, ensuring a safe, stimulating and inclusive environment where all children can thrive and make strong developmental progress.

The role includes working closely with colleagues, parents and the school office to ensure smooth operation of nursery provision and strong partnership with families.

Main Duties:

1. To work as part of the Early Years team to provide a safe, caring and stimulating learning environment in line with the EYFS statutory framework.
2. To take a leading role in the organisation and delivery of the nursery provision, supporting the EYFS Lead and designated member of the Senior Leadership Team.
3. To contribute to the planning, implementation and review of a high-quality play-based EYFS curriculum that meets the needs of all learners.
4. To support the effective organisation of the nursery learning environment, including indoor and outdoor provision.
5. To contribute to the planning of learning experiences and targeted activities that support progression across the 2–5 age range.
6. To play an active role in observing, assessing and tracking children's progress, identifying next steps and supporting interventions where required.
7. To support the smooth transition of children into the nursery, helping families

settle and ensuring children feel secure in their new environment.

8. To build positive relationships with parents and carers, sharing information about children's progress and development.
9. To work with the school office and leadership team to support nursery session allocation processes, funding checks and admissions administration.
10. To contribute to maintaining high standards in preparation for Ofsted inspection and statutory requirements.
11. To support and guide less experienced staff and Nursery Assistants in delivering high-quality provision.
12. To contribute to the ongoing development and improvement of nursery provision.
13. To maintain effective communication between nursery staff, school leadership and parents.

Main Responsibilities:

1. To support the organisation and leadership of the nursery room alongside the EYFS Lead and SLT.
2. To contribute to the planning of the nursery curriculum and learning environment.
3. To observe, assess and record children's progress and contribute to assessment processes.
4. To maintain accurate learning journeys and next steps for children.
5. To support children's personal, social and emotional development through positive relationships and interaction.
6. To build strong partnerships with parents and carers, sharing progress and supporting children's transition into the setting.
7. To support the induction of new children and families joining the nursery.
8. To work with the school office and leadership team to support session allocations, funding documentation and nursery admissions processes.
9. To support the development of high-quality indoor and outdoor learning environments.
10. To maintain high standards of hygiene, safety and organisation in the nursery.
11. To ensure safeguarding, health and safety and welfare procedures are

followed at all times.

12. To support the development of other staff within the nursery team, including Nursery Assistants.

13. To contribute to staff meetings, training and professional development.

14. To uphold the ethos and vision of the school and maintain a professional approach at all times.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The contracted hours are configured in agreement with the Headteacher.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:..... Date:.....

Person Specification – Nursery Practitioner

Criteria	Essential	Desirable	Evidence
Qualifications & Training	Full and relevant Level 3 Early Years qualification (e.g. CACHE, NNEB, NVQ Level 3 or equivalent)	Level 4 or degree-level Early Years qualification	Application form / Certificates
	Paediatric First Aid qualification	Additional training in SEND, speech & language, behaviour, Forest School, etc.	Application form / Certificates
	Up-to-date safeguarding and child protection training	Training in EYFS moderation, assessment or outdoor learning	Application form / Interview
	Strong knowledge of the EYFS statutory framework	Knowledge of Norfolk funding systems and processes	Application form / Interview
Experience	Experience working with children aged 2–5 in an early years setting	Experience of working across both Nursery and Reception age groups	Application / Interview / References
	Evidence of planning and delivering play based learning linked to EYFS	Experience leading small group interventions	Interview / References
	Experience in observing, assessing and tracking progress of children	Experience contributing to summative data or transition processes	Application / Interview
	Experience working with SEND, disadvantaged and EAL children	Experience in working in a small school or community provision	Interview / References
	Experience of building positive relationships with parents/carers	Experience completing funding forms and eligibility checks	Interview
Knowledge & Skills	Strong understanding of early child development	Knowledge of early intervention strategies	Interview / Task
	Ability to plan engaging learning environments indoors and outdoors	Creativity in provision design	Interview / Observation
	Ability to use assessment to inform planning and next steps	Familiarity with electronic learning journey systems	Interview

	Understanding of safeguarding, health & safety and hygiene procedures	Knowledge of Norfolk Graduated Response or INDES system	Interview / References
	Effective communication and teamwork skills	Ability to lead an area of provision or take on additional responsibilities	Interview
Personal Qualities	Warm, nurturing and child-centred approach	Demonstrates initiative in developing provision	Interview / References
	Flexible, proactive and willing to support across the age range	Commitment to professional development	Interview
	Reliable, professional and able to maintain confidentiality	Reflective practitioner willing to innovate	References / Interview
	Commitment to upholding the school's ethos and going above and beyond for children and families	Enthusiasm for contributing to wider school life	Interview