

Windsor Nursery School

Job Description

| | |
|--------------------|--|
| POST | Early Years Practitioner (level 2) |
| SERVICE | Education |
| GRADE | NJC City of Wolverhampton Grade 3 Local pay point 3-6 From April 2019 new NJC structure grade 3 pay point 4-6 |
| RESPONSIBLE TO | Head Teacher, Deputy Head for Learning and Teaching, T42 Co-ordinator. |
| PAID HOURS / WEEKS | 35 Hours, Term Time only, Permanent post. |
| LOCATION | Windsor Nursery School, Parkfield Road, Parkfield, Wolverhampton, WV4 6EL. |

Job Purpose

1. To work within the ethos of the Nursery School, through providing a child centred environment which is warm, welcoming and stimulating, where children and families feel valued and are able to reach to their full potential.
2. To ensure the overall well being of all the children and families accessing the Nursery School, including those with special needs, disabilities, English as an additional language and additional needs.
3. To assist in meeting the individual needs of all children and families, through providing play, learning opportunities and maintaining high standards of care at all times.
4. To provide a courteous positive role model at all times, demonstrating commitment to inclusion to children, families, students, visitors and those from the local community.
5. To provide support to fellow practitioners in day to day practice.

Duties and Responsibilities:

Support for Children

- To fulfil key person responsibilities as required.
- To nurture positive relationships with children ensuring their emotional well being and promoting their confidence and self esteem.
- To assist with the development of learning opportunities and care that reflects the child's individuality.
- To assist in providing learning experiences that challenge and enable all children to develop in confidence and independence within a stimulating environment.
- To assist in the supervision of children in an inclusive manner, ensuring their safety and access to learning activities.
- To share responsibility of creating a provision in which all children can interact and develop fully through play.

- To share responsibility with fellow practitioners in observation, assessment, monitoring and record keeping of children's learning experiences and development using a variety of methods, to inform planning.

Support for Care Routines

- To support children in learning and developing skills in personal hygiene.
- To take part in all aspects of children's daily routines such as toileting, clothes and nappy changing, snack preparation, dressing for outdoors and undressing and cleaning.
- To care for unwell and hurt children, providing First Aid treatment as appropriate.
- To assist in the maintenance of a clean, healthy and organised environment.
- To aid in the implementation of policies relating to the health, safety and protection of children.
- To carry out regular risk assessments, ensuring equipment and environment is safe at all times.
- To aid in the support of settling in / transition periods for all children and their families, ensuring continuity of learning.
- To carry out a variety of tasks responding to the individual needs of the children.
- To assist in the preparation of materials and equipment.

Support for Early Years Foundation Stage

- Under supervision to assist in providing learning opportunities and experiences within the guidelines of the Early Years Foundation Stage in both the indoor and outdoor learning environments.
- Under supervision to work within the Early Years Foundation Stage, and interpret the guidance to meet the differentiated learning needs of individual children.
- With direction to understand and integrate indoor and outdoor areas / activities, in a way that promotes exploration, play and learning.
- To have an understanding of and assisting the Nursery School in exceeding the Ofsted Standards.
- To assist in maintaining relevant records up to date, ensuring high standards of accuracy.

Support for fellow Practitioners

- To work with fellow practitioners in creating and maintaining a purposeful indoor and outdoor environment which supports the delivery of play and learning experiences for all children attending the Nursery School
- To share responsibility with fellow practitioners in monitoring children's experiences and achievements and identifying difficulties.
- To assist in the identification of child protection issues, by reporting to the appropriate identified person.
- To accompany fellow practitioners on home visits to meet children and their families where appropriate.
- To develop positive working relationships with fellow practitioners through working co-operatively within a team.

Support for Parents and Carers

- To ensure a warm, welcoming and valuing approach to parents / carers, that encourages their participation and involvement in the Nursery School.

- To develop positive enabling relationships with parents / carers, with sensitivity to their range of individual needs.
- Recognise and have due respect for the role of parents / carers as the child's first and most enduring educator.
- To support parents / carers in a partnership that develops their engagement in their child's learning.
- To hold an adaptable manner in order to meet the needs of the changing community.

Support for the School

- To have an understanding of the Nursery School's purpose and ethos.
- To foster an environment that values and respects each person's racial origin, religious cultural and linguistic background, gender and ability.
- To understand and work in accordance to the agreed aims, objectives, policies and procedures at the Nursery School.
- To contribute to the development, implementation and review of the Nursery School's improvement plan, self-evaluation, policies and procedures.
- Where appropriate to liaise with and support other professionals, on behalf of the Nursery School, such as Strengthening Family Workers, Health Visitors, Early Years and the Special Needs Early Years Team.
- To promote and represent the Nursery School at appropriate events, such as training, conferences and seminars.

Personal Responsibilities

- To embrace a commitment to the Nursery School and its ethos.
- To work in a flexible way that supports the delivery of services at the Nursery School.
- To ensure duties are undertaken in a positive manner in respect of equal opportunities and within a multicultural approach.
- To maintain confidentiality at all times, in accordance to the General Data Protection Regulation (May 2018) and the Nursery School's Information Governance policies.
- To be prepared to share personal strengths with other team members as appropriate.

Supervision / Professional Development

- To undertake and achieve relevant childcare training at level 3.
- To ensure relevant training such as Paediatric First Aid, Child Protection and priority curriculum improvement area training is attended.
- To attend regular supervisions with the relevant line manager.
- To attend and participate in relevant meetings as required (this maybe outside of 'normal' working hours).
- To ensure necessary skills and knowledge are kept up to date.
- To keep up to date on current research that supports young children's learning, health and holistic development.
- To support reflective practice and research as a means to effective learning and teaching.

General

- To undertake such other duties, which may reasonably be regarded as within the nature of the duties / responsibilities and grade of the post.

- To support activities taking place within the Nursery School.
- The postholder must undertake their duties in a way that's secures positive action in respect of equal opportunities and an inclusive and multi cultural approach.
- The post holder must comply with the Windsor Nursery Policies and ConnectEd, City of Wolverhampton Council's Policies as adopted by the Governing Board.

Job descriptions can never be fully descriptive & exhaustive of unforeseen circumstances. It is expected that staff would respond favourably to unforeseen circumstances & emergencies as they arise. The post is subject to Safeguarding principles of recruitment.

Windsor Nursery School

Person Specification - Early Years Practitioner (level 2)

| FACTORS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|--|---|---|
| Qualifications | <ul style="list-style-type: none"> • Relevant Childcare Qualification at level 2 • Maths and English GCSE or equivalent, or a commitment to engage in training to gain these qualifications within one year of commencing this post. | <ul style="list-style-type: none"> • Level 3 Childcare Qualification • Paediatric First Aid • Child Protection • Food Hygiene | <ul style="list-style-type: none"> • Application form • Certificates |
| Experience | <ul style="list-style-type: none"> • Experience of working within a team / group • Experience of working (paid or voluntary) with children 0-5 years • Work / life experience of inclusion in a diverse society. | <ul style="list-style-type: none"> • Experience of working within EYFS framework • Experience of working with families | <ul style="list-style-type: none"> • Application form • Interview • References |
| Special knowledge | <ul style="list-style-type: none"> • Knowledge of child development • Knowledge of EYFS • Awareness of safeguarding children • Awareness of health and safety issues | <ul style="list-style-type: none"> • Knowledge of Key Person role | <ul style="list-style-type: none"> • Application form • Interview |
| Skills | <ul style="list-style-type: none"> • Ability to observe closely and notice detail • Ability to relate well with parents and children • Ability to work on own initiative and contribute within a team environment • Ability to communicate clearly and accurately in spoken and written English language • ICT literate | <ul style="list-style-type: none"> • Additional language/s | <ul style="list-style-type: none"> • Application form • Interview |
| Personal qualities | <ul style="list-style-type: none"> • Willingness to undertake further professional development • Have an aptitude to learn with an ability to communicate effectively with team members • Understands and holds a professional attitude | | <ul style="list-style-type: none"> • Application form • Interview • References |
| Interests and motivations relevant | <ul style="list-style-type: none"> • Highly motivated and positive • Flexible, supportive and calm | <ul style="list-style-type: none"> • Creative approach • Interest in Schools of Sanctuary | <ul style="list-style-type: none"> • Application • Interview |

| FACTORS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--------------------|--|--|---|
| to the post | <ul style="list-style-type: none"> • Non judgemental, patient and adaptable approach | | |
| Commitment | <ul style="list-style-type: none"> • Commitment to offering high quality care and learning experiences indoors and outdoors • Commitment to implementing Windsor Nursery School policies and procedures and the school improvement plan • To be a reliable and committed member of the team • To contribute to reflective practice | <ul style="list-style-type: none"> • A willingness to work outside of normal patterns of working hours occasionally to accommodate CPD opportunities and be responsive to children and families' needs. | <ul style="list-style-type: none"> • Interview |