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The Greenfield & Hurst Drive Federation

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Job Description and Person Specification

Introduction

Greenfield Nursery School is a maintained Nursery School educating children between 2-4 years old. Greenfield Nursery School is part of *The Greenfield and Hurst Drive Federation* and is situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire- easily accessed by car via the A10 junction of the M25 (Junction 25) or by train, being only a ten- minute walk from Theobalds Grove or Waltham Cross railway stations.

Vision Statement

At Greenfield Nursery School our vision is 'Work together, Succeed together'

We believe this can be achieved through providing a nurturing inclusive and inspiring environment where we aim to ensure that everyone becomes a lifelong learner, confident to reach their potential.

Title and Grade of Post

Post title: Early Years Practitioner
Contract type: Permanent
Pay Scale: H3

Main purpose

To work with children, as part of an EYFS team and to support the provision of Early Years education and care.

Key responsibilities

1. Ensure standards are always met through engagement and implementation of play, care and learning activities. Takes responsibility for managing the provision of play, care and learning when required in the temporary absence of the teacher.
2. Assist in the development and regular review of policies and procedures to be followed.
3. Assess needs of children including emotional, developmental and social, to ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development.
4. Assist in the development and maintenance of appropriate planning, observation and assessment procedures.
5. Where appropriate produce individual development plans including for SEN children.
6. Ensure personal compliance, and that of others, with policies and procedures relating to child protection, health, safety, security and confidentiality.

Individuals in this role may also undertake some or all the following:

1. Support preparation for OFSTED inspections and action any recommendations that may result from inspection.
2. Have Key Person Responsibilities for children
3. Undertake home visits.
4. May be asked to deputise in the absence of a Room Leader.

Job Context

- To contribute to the promotion and development of an integrated education and day care service (where applicable) that offers high quality experiences for children aged 0 – 5 years
- Ensure compliance with policies and procedures relating to child protection, health, safety and confidentiality. Provides advice and guidance on operation of Early Years policy and procedures.
- Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour. Exchange of information with other staff, parents/ carers.

Knowledge, Skills & Abilities

- Completed a common core programme of induction for working with children.
- Working at national occupational standards (NOS) for skills for children's care, learning and development Level 3 and knowledge/ skills equivalent to current national qualifications level 3 plus supervisory experience.
- Requires knowledge of policy and procedures for supporting the provision of play care and learning adapting activities for all Early Years Pupils.

Supervision

- Plans, prepares and delivers learning, assesses records and reports on development, progress and attainment resolving most problems independently.
- Regular demonstration of duties to other staff/apprentices or mentor new staff

Problems, Demands & Decisions

- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children' personal needs and assisting with behaviour management. This will include child protection disclosures.
- Contributes to planning and development of learning activities with other early year's staff; responds to a range of practical problems without referral to teachers.

Dimensions

- None or limited responsibility for finance.
- Maintenance and updating of pupil records.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting pupils where necessary.

- Assembly and clearing away of equipment.

Working Environment

- Work is normally carried out in a nursery, where there is regular exposure to noise or other unpleasant conditions such as nappy changing.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification – Early Years Practitioner

	Essential	Desirable
Qualifications		
1. Full and relevant Level 3 Childcare Qualification (e.g NNEB or Early Years Educator)	✓	
Experience		
2. Working with or caring for children at Foundation Stage, including those who may have Special Educational Needs	✓	
3. Significant experience in this role, ideally in a variety of early years settings	✓	
Knowledge		
4. A sound understanding of early years development	✓	
5. Completion of an induction program	✓	
6. Training in the relevant teaching/learning strategies	✓	
7. Paediatric First Aid training		✓
8. Understanding of relevant policies/codes of practice and awareness of relevant legislation	✓	
9. Good working knowledge of the Early Years Statutory Framework and non-statutory documents related to curriculum and assessment	✓	
10. Knowledge of specialist techniques such as Makaton, Therapeutic Approaches to Behaviour		✓
11. Understanding of Health and Safety requirements and procedures	✓	
Suitability to work with children		
12. Up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people	✓	
Skills		
13. Good numeracy and literacy skills (oral and written)	✓	
14. Effective use of ICT to support learning	✓	
15. Use of other equipment technology (e.g. Interactive Whiteboard)		✓
16. Able to interact with children, co-workers, parents/carers and professionals from external agencies	✓	
17. Can work as part of a team	✓	
18. Personal and Professional integrity	✓	
19. A genuine commitment to professional development	✓	

