**Location**: **Weston Way Nursery School**

**Pay grade: H3**

**Purpose of the role:** To be responsible for the provision of a safe and stimulating environment for children in our care.

**Accountability:** The post holder is managed by a member of the school's Senior Leadership Team.

**Aim:**

* To ensure that the provision in Nursery is of the highest possible standard and that all statutory requirements are met
* To be responsible for the care and learning of all children

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| **Responsibilities:**   * To be responsible for the emotional well-being and learning of children * To interact appropriately with children and parents, taking into account their individual needs * To plan and prepare a range of learning opportunities including the organisation of materials * To support parents to understand and help their child’s learning and development * To ensure that the environment is safe, clean and secure * To build positive relationships with all staff in the school * To work with the teacher(s) to assist in the planning of developmentally appropriate activities that support children’s learning * To assist in planning environments that meet the needs of all children * To maintain children’s records, carry out regular assessments and be accountable for children’s progress and attainment * To work with other professionals in order to support the needs of children and their families * To be responsible for protecting and safeguarding all children * To ensure the health and safety of children and staff, including child protection issues, the monitoring and checking of equipment and health and safety requirements, plus record any accidents. * To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented * To contribute to the development of the school, showing commitment to our shared ethos and values |

**Early Years Practitioner role may also undertake some or all of the following:**

* Escort and supervise children on educational out of nursery school activities
* Prepare and present displays
* Assist pupils with eating, dressing and hygiene including intimate care, as required, whilst encouraging independence

**Equalities**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

**Safeguarding and Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR); and report all concerns to an appropriate person.

# Data Protection (GDPR)

To be aware of and comply with responsibilities under the Data Protection Act (1984) and General Data Protection Regulation (May 2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

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| **Knowledge**  NVQ level 3 (or equivalent)  Intermediate knowledge of ICT  Working knowledge of Health, wellbeing and safety  Awareness of keeping children safe  Basic knowledge of First Aid (Paediatric First Aid desirable)  Knowledge of Data Protection and confidentiality  Understanding of the nursery ethos and values  Ability to manage children in a nurturing way  Understanding of statutory and non-statutory frameworks for the nursery curriculum  Understanding of SEN code of practice and disabilities legislation | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Drive  Monitoring  Decision making  Sensitivity  People management  Adaptability  Managing relationships |

**Staff members name:**

**Staff members signature:**

**SLT member’s name:**

**SLT member’s signature:**

**Date:**

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance management process*

*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.*