



## BIRCHWOOD NURSERY SCHOOL

Birchway, Hatfield, Hertfordshire AL10 0PD

Tel: 01707 262648

Headteacher: Margaret Stocks

A Bright Start to a Brighter Future

### **Birchwood Nursery School**

#### **Job Title: Early Years Practitioner Level Three**

#### **Purpose of this Post**

- To ensure that the provision for all children is of the highest possible standard and that all statutory requirements are met.
- To be responsible for the care and learning of a Key Group of children.
- To monitor and contribute to planning, making sure the needs of all the children are supported and reflected.
- To lead on an area of responsibility that supports the development of practice.

#### **Main Areas of Responsibilities**

- To be responsible for the emotional wellbeing and learning of a Key Group of children.
- To interact appropriately with children and parents, taking into account their individual needs.
- To plan, organise and carry out developmentally appropriate activities and environments based on the needs of the children.
- To maintain children's records, carry out regular assessments and be accountable for children's progress and attainment.
- To support parents to understand and help their children'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 other professionals in order to support the needs of children and their families.
- To be responsible for protecting and safeguarding all children.

#### **OTHER DUTIES**

- To attend and participate in parent consultations, staff meetings and professional development. This may require occasional evening and weekend work following consultation with individual staff members. Staff meetings will be when the setting is closed to children.
- To take part in supervision and the school's appraisal process.
- To carry out any other reasonable occasional duties commensurate with the grade of the post.

- 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.

## **EQUALITIES**

- To be aware of, support difference, and ensure that children and adults have equality of access to opportunities to learn and develop and that the school's Equality Policy is followed.

## **HEALTH AND SAFETY**

- To ensure the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Headteacher or another appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending Birchwood Nursery and Preschool
- To record details of all accidents and pass them to parents/carers

## **DISCLOSURE AND BARRING SERVICE (DBS)**

- 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.

## **PHYSICAL EFFORT**

- There is a requirement for the post holder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play and to be able to lift and carry children and resources.

## **WORKING ENVIRONMENT**

- There is a need, from time to time, to change children's nappies, support their toilet training and to wipe up blood and other bodily fluids.

## **SUPERVISION**

- The post holder will work alongside other teaching and non-teaching staff but also on their own initiative subject to the general and specific direction of the Headteacher.
- Termly review of performance with Headteacher.
- Observation of classroom practice by Headteacher and Senior Staff on a regular basis through termly observations, learning walks and daily overview of provision.

**Signed** .....

**Date:** .....