

KINGSWOOD NURSERY SCHOOL

JOB DESCRIPTION FOR KEY PERSON PRACTITIONER – H4

*The job will be based either in the Pre-School or Nursery setting. However, from time to time staff may be asked to work across the setting as directed by the Headteacher. **In your first year at Kingswood you will be supported to achieve the objectives and responsibilities as outlined below***

MAIN PURPOSE OF THE JOB:

- To be responsible for protecting and safeguarding children at Kingswood
- To be committed to the safety and well being of all children and school users, respecting and understanding the importance of confidentiality
- To be forward thinking and contribute to the development of Kingswood, showing commitment to our shared ethos
- To assist in maintaining a safe, clean and secure environment
- To ensure all daily routines are adhered to and contribute to the smooth running of the school
- To settle in new children and provide ongoing support for them and their families, through a key person approach
- To interact positively and enthusiastically with children, taking into account their individual needs
- To provide a friendly, caring and relaxed environment in order to promote and develop children's learning
- To contribute to planning and resourcing a stimulating, purposeful environment that supports learning both indoors and outdoors
- To plan, organise and carry out developmentally appropriate activities learning based on the needs and interests of the children
- To participate in a 'Key Person' system; observing and recording each child's progress, reporting on achievements and areas for development and to be accountable for the progress and outcomes for a specified number of children
- To maintain a FloorBook for the Key Group which outlines key learning, celebrates achievements and provides a conduit for children to reflect on their past learning.
- To help with the organisation of and attend parents meetings and open day/sessions as required

WORKING WITH OTHERS:

- To respect and build positive relationships with all families ,communicating clearly with them, encouraging them to participate in their child's progress and development.
- To liaise with families regarding the progress and monitoring of individual children, keeping accurate records.
- To liaise with the staff team and other professionals and maintain good communications in an efficient manner
- To work co-operatively and enthusiastically as part of a committed staff team
- To liaise with staff regarding the transition of pupils from one setting to another, fostering productive working relationships between the settings.
- To help with the organisation of and attend parents meetings and open day/sessions as required.
- To participate in regular INSET, staff meetings and appropriate training sessions, to ensure that you are up-to-date with whole school developments, County and OFSTED requirements.
- To take part in regular staff appraisal as arranged by the Headteacher.
- The job holder is managed by a mentor, who is overseen by the Headteacher.

PROFESSIONAL APPROACH:

- The job holder is managed by a mentor, who is overseen by the Headteacher.
- To be friendly, approachable and welcoming to all those accessing the school
- To be an excellent role model for children, parents and other staff, displaying positive and professional attitude
- To improve own knowledge and practice and keep up to date with current developments in curricula, legislation and initiatives that affect our role and the school purpose
- To be organised and manage own workload
- To be punctual, reliable and flexible
- To be calm, efficient and demonstrate steadiness under pressure
- To use own initiative and respond to situations as they arise, following the school policies and ethos
- To be motivated and complete tasks efficiently and in a timely manner

HEALTH and SAFETY

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times within the setting.
- To report incidents as they occur, using appropriate formats and following appropriate procedures
- To ensure that all policies and procedures relating to child protection, confidentiality, esafety and data protection are operated at all times and report all concerns to an appropriate person.
- To ensure all personal, medical, medicine and dietary details are up to date and that details of any accidents are recorded and monitored and passed onto parents/carers as necessary.

DISCLOSURE and BARRING SERVICE

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 DSB as part of Hertfordshire County Council's pre-employment checks.

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.

JOB CONTEXT

Kingswood Nursery School comprises of a stimulating Pre-School and Nursery open for 5 days a week, 38 weeks a year from 8.30am to 3pm, term time only + 5 INSET days.

These times are subject to change in the light of the needs of the community.

The post holder must be a competent practitioner who values the importance of belonging to a staff team.

The post holder must be able and enthusiastic about working with young children, caring for them and educating them in a stimulating manner, putting the child at the centre of their work.

CONTACTS

- All staff and governors of Kingswood Nursery School
- Parents and carers
- Social care professionals
- Health care professionals
- Education professionals

PHYSICAL EFFORT

- There is a requirement, subject to appropriate training, to lift and carry children.
- There is a requirement to move equipment and small pieces of furniture.

WORKING ENVIRONMENT

- There is a need, from time to time, to wipe up blood and other bodily fluids.
- There is a need to change nappies and assist with toileting and toilet training of children.

EQUALITIES

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