

RYE PARK NURSERY SCHOOL

Job Description: Early Years Nursery Practitioner

Name:

1) Purpose of your Job

Under the direction of the Headteacher, or another designated teacher, to be responsible for the care and welfare of the pupils of Rye Park Nursery School and to be part of the team in the education process.

2) Main Areas of Responsibility

a) Teacher Support

- To provide a full range of stimulating activities for children as part of their physical, intellectual, emotional and social development.
- To encourage the development of language and speech and where ever possible giving additional assistance and support to those children with special needs.
- To take a wide interest in all subjects and develop a practical knowledge of a wide range of skills.
- To be actively involved in the discussion and development of school policies and practice.
- To help maintain stock and see that it is kept tidy and well stored.

b) The Curriculum

- To discuss with and assist all staff with planning and developing the school curriculum.
- To ensure proper development by adapting the provisions according to needs and to both observe and record the progress on Tapestry.
- To prepare and participate actively in small group activities.
- To participate in the provision of all areas of the curriculum.
- Where appropriate to assist other staff and professionals in devising individual pupils programmes involving basic self-care and cognitive skills.
- To maintain records of the children's developments and achievements.
- To attend staff meetings to assist in planning and to contribute to the overall policies of the school.

c) Child Welfare

- To attend to the health, welfare and safety of the children at all times including on outings.
- To care for and clean the equipment both indoors and out ensuring that any unsuitable equipment is withdrawn from use and notified to the Headteacher or teacher.
- To assist with the toileting and cleaning of incontinent children.
- To assist with snack provision for the children, ensuring that hygiene is maintained and self-help skills encouraged.
- To assist with the conduct and discipline of children at all times, age appropriately and adhering to school's policy and procedures.
- To support and over see students and voluntary helpers who form part of the "extended adult input" in the school.

- Where appropriate, help to undertake additional programmes devised by Physio, OT, community nurses etc.
- To dress minor wounds, deal with epileptic seizures, assist children with breathing difficulties and help to maintain formal records of such treatment, subject to suitable training and instruction being provided.
- To encourage and foster close relationships with children and their parents offering help and guidance where appropriate.

3) Contacts

Headteacher, Senior Leadership Team, teaching staff, other nursery staff, learning support assistants, multi-disciplinary professionals, Governors.

4) Training

You will be encouraged to attend training courses and offered the opportunity for an occasional visit to another "Early Years" placement.

Attendance on school "Inset days" is subject to professional development requirements.

Approval - We confirm that the above conveys an accurate description of the position held by the post holder.

5) General

- To support the ethos and aims of the nursery school in line with all policies and procedures.
- To deal professionally with children, staff and other adults within the whole school setting at all times.
- To participate fully in the life of the school and support the local community.

Approval - We confirm that the above conveys an accurate description of the position held by the post holder.

Signed Date

(Postholder)

Signed Date

(Headteacher)

Both parties should sign two copies of this job description the post holder retaining one and Headteacher retaining other.