

## **Arlesdene Nursery School and Pre-school**

### **JOB DESCRIPTION**

<b><u>Job Title:</u></b>	Senior Early Years Practitioner – Pre-school
<b><u>Contract:</u></b>	20 hours & 15 minutes per week, 39 weeks a year (term time plus Inset) 8.15am to 12.00pm plus 1½ hrs meeting time a week
<b><u>Salary Scale:</u></b>	H3.1 - £10,946 Actual Salary Per Annum
<b><u>Responsible to:</u></b>	Pre-school Leader and Headteacher

#### **Purpose of the 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 group of key children

#### **General Responsibilities**

- To be responsible for the emotional wellbeing and learning of a group of key 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 mentor and support volunteers and students as and when required
- 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

#### **Responsibilities Specific to the Post**

- To monitor and contribute to the planning making sure that all the needs of all the children are supported and reflected
- To collate and monitor the assessment information for the key group
- To lead on an area of responsibility that supports the development of practice

#### **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**

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

**Health and Safety**

- To ensure that 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 other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the nursery
- To record details of all accidents and pass them to parents/carers

**Job Context**

Arlesdene Nursery School and Pre-school is open term time only from 8.45am to 3.30pm and INSET days for staff training. The post is a permanent contract for 20 hours & 15 minutes per week, 39 weeks a year in our Pre-school. The hours are 8.15am until 12.00pm Monday to Friday and there is 1½ hours meeting time a week.

**Physical Effort**

There is a requirement for the postholder 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 toilet training and to wipe up blood and other bodily fluids.

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

Signed: ..... Date:.....  
(Postholder)

Signed: ..... Date:.....  
Claire Cobain (Headteacher)