

## **JOB DESCRIPTION**

**SCHOOL:** King Offa Primary Academy/Foundation Village

**JOB TITLE:** Nursery Practitioner

**RESPONSIBLE TO:** Nursery Manager

## **MAIN PURPOSE OF THE JOB**

To work effectively as part of the Nursery team, providing a stimulating and caring environment for pre-school children. To support team members in providing a high standard of care and education

## **Key Tasks**

- To ensure that OFSTED regulations are adhered to including maintaining ratios
- To comply with Child Protection and Safeguarding procedures; maintaining respect and confidentiality with regard to children and families
- Model excellent practice within the setting, plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in indoor, outdoor and inn out-of-setting contexts, which enable children to develop and learn ensuring the consistent and high quality delivery of the Early Years Foundation Stage
- To act as key worker for a group of children, by observing, monitoring and accurately recording each individual child's development
- To promote the philosophy of 'learning through play'
- To complete Summative Assessments to evidence positive outcomes in supporting children reach their greatest potential
- To develop and maintain good working relationships with parents, carers ensuring engagement of families from first point of contact with the nursery, taking into account parent and children's views
- To support with transition arrangements in the nursery ensuring that children are supported in seamless transition within the nursery setting and to establish a professional relationship with Primary Schools
- To enable children to acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene

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- To offer support to students, trainees and volunteers liaising with colleagues as required
- To support the Nursery Manager in ensuring that the nursery meets safety and hygiene requirements
- To maintain records and documentation which comply with statutory requirements
- To be aware of and respond to all nursery policies and procedures
- To attend in-service training, staff and team meetings and other meetings when required
- To ensure that everyone is treated as an individual with respect and full consideration, in line with the nursery and Aurora Academies Equal Opportunity Policy

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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