

All nursery staff have a responsibility to contribute to the educational development of pupils and the smooth running of the Nursery setting under the guidance of the Early Years' Co-ordinator. This Trust is committed to safe guarding and promoting the welfare of children and young people.

Early Years Practitioner Outline:

The Early Years Practitioner will support the Head of Early Years and Early Years Team in running the Nursery setting in line with the relevant guidance and practice.

Key Competencies:

- Organisation and planning
- Personal competencies (soft skills)
- Creative thinking
- Early Years education awareness

Key Responsibilities / Accountabilities:

Planning and organisation of activities, including taster Sessions and admissions

- Attending weekly EYFS meetings to discuss the curriculum, school timetable and programme
- Planning with the team the daily/weekly programme of activities and events
- Preparing and planning specific activities, e.g. cooking, craft work, story time
- Arranging class displays and preparing interesting tables
- Devising setting out and preparing equipment, e.g. table games, toys, paint, paper, craft materials and apparatus
- Arranging class displays and interactive learning environment

Working with Children:

- Participating in children's play and conversation to stimulate and extend language, promote questions and develop ideas
- Guiding and assisting individuals or groups in developing early language and mathematical skills
- Taking responsibility for groups and classes in specific activities, e.g. story time, swimming and baking
- Supervising children on outings, recreational activities and visits and taking responsibility for small groups on outings to develop knowledge of life skills
- Assisting with the supervision of children during play and meal times if required to do so

Assessment of Children:

- Observing the development of children to identify particular needs and difficulties, and to discuss these with teachers, members of medical, social and other support agencies
- Contributing towards any formal or informal process of the educational assessment of children.
- Using Tapestry to collate information to feed into the Early Years development stages
- Reporting to parents on progress at parents' evenings or on request from parents during the academic year

Care and Welfare of Children:

- Taking responsibility for the implementation of, and compliance with, school policies and procedures relating to child protection, Health & Safety security, confidentiality and data protection, reporting all concerns to an appropriate person
- Supervising and assisting with cloakroom duties
- Providing comfort and support for children in distress and helping with the needs of deprived children
- Assisting children in all aspects of toileting
- Rendering first aid, and administering medication in line with school policy

Housekeeping:

- General tidying in classrooms and associated areas and cleaning equipment after use;
- Maintaining and minor repairing of equipment

- Organising food and drinks for children
- Purchasing materials and ingredients for classroom purposes using school funds

Liaison with Parents

- Greeting parents at the beginning and end of the day. Discussing with parents their children’s progress and problems
- To build up relationships with the parents in order to reduce the division between home and nursery for the child
- Ensuring the children are safely returned to parents at end of day
- Using Tapestry to build a home – school bond
- In the absence of the Head of Early Years, the Early Years Practitioners will act as the principal contact for parents where concerns are raised; continue overseeing the daily/weekly duty rosters, programme of activities and events, including breakfast club and crèche; and ensure continuation of materials for promotion and information to parents eg. website, newsletter, Mountaineer. They will pass the information onto the Head of Early Years

Training and Development

- To participate in staff training and annual assessments of progress
- To take responsibility for your own continuous professional development
- Early Years Staff will be required to attend meetings; share departmental responsibility; attend local authority, school or departmental INSET and seek opportunities for professional development as identified through the appraisal process

Attitudes and Qualities:	Skills and Knowledge:
<ul style="list-style-type: none"> • Committed individual with an interest in Jesuit education • Positive and flexible approach to working with others • Ability to take initiative • Creative thinking • Strong sense of responsibility • Patience 	<ul style="list-style-type: none"> • Safeguarding within a school setting • Communication • Early years education awareness • Supervision of children • School policies

This list is not exhaustive and additional responsibilities may be assigned which are reasonable in order to deliver aims of the School. This document will be reviewed periodically and is subject to modifications where appropriate.