



## EAST SUSSEX COUNTY COUNCIL

### Job Description

<b>DEPARTMENT:</b>	Schools
<b>LOCATION:</b>	Sandown Primary School
<b>JOB TITLE:</b>	Nursery Practitioner
<b>GRADE:</b>	East Sussex Single Status Grade 3
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>MAIN PURPOSE OF THE JOB:</b>	To work effectively as part of the Nursery team, providing a stimulating and caring environment for Early Years. To support team members to provide a high standard of care and education.

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#### KEY TASKS

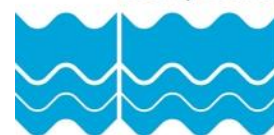
1. To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
2. To be a key worker for a group of children by observing, planning, monitoring and recording each individual's development in accordance with The Early Years Foundation Stage Framework and to support unqualified nursery assistants.
3. To attend parents evenings/open days and home visits as required.
4. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement and encouraging positive parenting skills. Meet with key children's parents/ carers three times a year to complete parent consultations, review children's next steps and identify areas for further development including how parent/carers will support their children's learning at home.
5. To promote the philosophy of 'learning through play'.
6. To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
7. To attend staff and team meetings and training to ensure all staff are up to date with current practice.

8. Attend regular internal and external moderation meetings to ensure assessment is accurate.
9. Be responsible for a lead role within the setting e.g. maths lead, literacy lead, physical development lead. Implement long term and short term planning and support colleagues in implementing effective teaching.
10. To help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
11. To be aware of and comply with the Schools Safeguarding Policy, Confidentiality Procedures and other School Policies.
12. To maintain records and documentation that comply with statutory requirements, and to support unqualified nursery assistants with the completion of such documents.
13. To ensure that everyone is treated as individuals with respect and full consideration, in line with the School Equal Opportunities Policy.
14. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff can be expected to work across both the school and nursery, undertaking duties of the same grade on a short term basis to cover when necessary.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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### Person Specification

**Post Title:** Nursery Practitioner  
**Location:** Sandown Primary School  
**Grade:** Single Status 3

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to follow instructions or work on own initiative as necessary</li> <li>• Ability to communicate effectively with parents, carers and other professionals</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to keep accurate records</li> <li>• Ability to implement high health and safety standards</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to establish positive relationships with children</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 2/3 in Childcare and Education or relevant equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further recent and relevant training or qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

		<ul style="list-style-type: none"> <li>• Qualified in Paediatric First Aid</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of children's development</li> <li>• Knowledge and understanding of the Early Years Foundation Stage</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Experience</b>			<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to giving children and families the opportunity to reach their full potential</li> <li>• A commitment to Equal Opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> <li>• A commitment to continuing professional development</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

**Date (drawn up): July 2019**

**Reference of Officer(s) drawing up person specifications: JE11656**



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**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>