 LUCTON SCHOOL

|  |
| --- |
| **Job Description****Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.** |
| **Post title:****Remuneration:****Hours:****Responsible to:****Start Date:**  | **Nursery Practitioner** **Based on experience** **Full Time, Permanent, Monday to Friday, All Year Round****Head of Early Years****Immediate Start Available**  |
| **Main Responsibilities:** |  To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 1-4. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include; * To provide a wide variety of activities for the children that is suitable to their individual stages of development.
* To ensure that child records, on Tapestry are kept up to date.
* To build up relationships with the parents in order to build communication between home and pre-school for the child.
* To ensure the provision of high quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
* To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery.
* To undertake certain domestic jobs within the pre-school, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the pre-school is kept clean and tidy.
* Also to keep up to date with the Health and Safety at work Act.
* To record accidents/incidents on the correct forms.
* To always ensure that someone known and agreed by the pre-school and parent, collects the child.
* To accompany small groups of children on regular local outings.
* To assist in the provision of support and guidance to students on placement.
* To attend staff meetings, termly parents evenings, and occasional social functions.
* To assist with serving the children’s lunches.
* You will be required to participate in staff training and annual assessments of progress.
* To ensure that all policies/procedures and risk assessments are read and understood.
* To respect the confidentiality of all information received.
* To carry out any other duties requested by Head of Prep.
* To be aware of the high profile of the Pre-School and to uphold its standards at all times both within work hours and outside.
* To be happy and approachable.
 |
| **Person Specification** **Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
|  | **Essential** | **Desirable** | **Method of Assessment**  |
| **Qualifications:**  | Excellent literacy and numeracy skills. A teaching assistant qualification or the equivalent gained through experience. | Further qualifications with regard to child protection and/or SEN such as Level 2 or Level 3 Trained NVQ Level 3 | Application FormProduction of the Applicant’s certificatesInterview |
| **Experience:** | Experience of working with children aged 2+, preferably within an educational context. | Recent experience of working in education.Experience of working with children with special educational needs*.* | Application FormCertificatesInterviewProfessional references |
| **Skills:** | An ability to communicate effectively both verbally and in writing.An ability to devise and implement a range of strategies to support learning and enjoyment of learning.Good literacy and numeracy skills. |  | Application FormProduction of the Applicant’s certificatesInterviewProfessional references |
| **Knowledge:** | Knowledge of various special educational needs. |  | Application FormInterview |
| **Personal Competencies and Qualities:** | A genuine enthusiasm for working with children.A commitment to overcoming barriers to learning.An ability to inspire confidence.A positive attitude. An ability to strike a good professional rapport with children, staff and parents.Being a positive role model.To be flexible to the needs of the students. |  | Application FormInterview |