 LUCTON SCHOOL

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| **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 Form  Production of the Applicant’s certificates  Interview |
| **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 Form  Certificates  Interview  Professional 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 Form  Production of the Applicant’s certificates  Interview  Professional references |
| **Knowledge:** | Knowledge of various special educational needs. | |  | Application Form  Interview |
| **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 Form  Interview |