



The New Beacon Nursery Practitioner Job Description

The Nursery Practitioner will support the Nursery Manager in the day to day running of the Nursery alongside the Nursery team.

Role responsibilities:

1) *Ensure the smooth day to day running of the nursery*

- Support the aims and objectives of the Nursery and assist the Manager in the organisation of a high-quality establishment for all children in the Nursery.
- Assist with the development and implementation of systems to monitor and record child development.
- Provide high standards of care and early learning – to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities.
- Be involved in curriculum planning and record keeping as requested by the Nursery Manager.
- Support and facilitate the preparation and completion of activities, and the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- Take small groups for planned activities to The Outdoor Classroom, Swimming, PE, Music and Games.
- Assist in setting up/clearing away of all the activities and equipment.
- Administer First Aid and record in Accident Book and contact parents if necessary.

2) *Maintain an outstanding and nurturing early years provision*

- Keep abreast of current early childhood thinking/trends.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Act as key worker to a designated group of children. Supporting children in their personal, social and emotion development, liaising with parents/carers and ensuring learning is tailored to meet individual needs.
- Be responsible for the upkeep of individual records for key children including their well-being and involvement, unique story journals, and tracking progress.
- Attend home visits if requested.

Headmaster M R Piercy BA (Hons)

3) *Ensure the Nursery complies with all relevant legislation, local authority, OFSTED and ISI requirements and internal policies.*

- Attend training as requested to maintain/gain qualifications, also Twilight meetings with the Head of Pre Prep and Junior School.
- Assist with the implementation of administrative procedures involved with registration, place allocation, and other related matters.
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager.

4) *Ensure effective communication within the nursery, and with the wider community*

- Act as key worker to a designated group of children. Supporting children in their personal, social and emotional development, liaising with parents/carers and ensuring learning is tailored to meet individual needs.
- Assist in promoting good relationships with parents, families, schools, and the community.
- Liaise with parents at consultation evenings 2 times a year.

5) *Ensure an inclusive atmosphere of the Nursery within the Pre Prep, and the Whole New Beacon School.*

- Promote the inclusion and acceptance of all pupils.
- Be involved in out of working hours activities, e.g. training, planning meetings, parents evenings, fundraising events etc.
- Organise and take part in special events – Christmas concert, fundraising, outings etc.
- Attend Whole School Staff meetings and INSET each term.
- Attend Team meetings (planning and committee meetings).
- Work contracted hours and be flexible to cover training and sickness as required.
- Undertake any additional duties appropriate to a Nursery Practitioner as may be required from time to time.

The New Beacon is committed to safeguarding. Safeguarding is everyone's responsibility and as such employees must uphold all aspects of safeguarding.