****

**Job Description:**

|  |  |
| --- | --- |
| **Post:** | Nursery Practitioner – bank staff |
| **Salary Grade:** | £8.21 per hour  |
| **Responsible to:** | Nursery Manager |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To take responsibility of the Nursery in the absence of the Manager |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | Comply with the requirements of the Early Years Foundation Stage, Nursery and College Policies and Procedures |
| **B** | Ensuring that all requirements of Hampshire Social Services, Children’s Services, OFSTED and other statutory bodies are met, including correct staff ratio of staff to children and all health and safety requirements |
| **C** | To be a Key Person to a small group of children, to build an attachment with the child and parent |
| **D** | To provide safe and stimulating play in the Nursery through devising daily routines, and ensuring all children are treated as individuals, and are provided with a rich environment following their interests and learning style. Where they can learn and develop making progress towards the Early Years Goals |
| **E** | To keep individual Learning Journal for each Key Child, recording observations, WOW moments, something that the child has achieved for the first time, specific dialogue and anything that is significant to the child’s independent learning. To share the observations with the parents and together decide on ‘what comes next’ for the child. The Key Person is responsible for sharing any developmental concerns with the Manager/Deputy and SENCO |
| **F** | To take part in training to ensure keeping up to date with new legislation and the recommended guidelines from OFSTED |
| **G** | Work within a team and maintain good communications with colleagues |
| **H** | Attend staff meetings |
| **I** | Be flexible to cover additional hours |
| **J** | Help to supervise students on placement |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures |
| **5** | Be responsible for safeguarding and promotion of the welfare of young children, young people and vulnerable adults |
| **6** | Responsible for Student Success Rates, Retention and Achievement |
| **7** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **8** | Provide the best possible service to customers (both internal and external) in line with College standards |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Child care qualification level 3 | Y |  | A |
| ii | A good level of Education in English and Maths | Y |  | A |
| iii | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| iiii | Knowledge of EYFS | Y |  | I |
| v | Paediatric First Aid |  | Y | A |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| vi | Enthusiastic and energetic | Y |  |  |
| vii | Passion for child care and development | Y |  |  |
| viii | Good team player | Y |  |  |
| viiii | Be flexible | Y |  |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment

Specific duties include: