

Job Description and Person Specification

Lead Nursery Practitioner

JOB TITLE	LEAD NURSERY PRACTITIONER
EMPLOYER	UNIVERSITY OF BRIGHTON ACADEMIES TRUST
LOCATION (Academy)	HOLMBUSH PRIMARY ACADEMY
RESPONSIBLE TO	PRINCIPAL
GRADE	Grade 5
MAIN PURPOSE OF THE JOB	<p>To contribute to the planning, preparation, delivery and evaluation of learning experiences, that will enhance children’s physical, intellectual, emotional, social and moral development.</p> <p>To contribute to the provision and maintenance of a healthy, stimulating, safe and well organised learning environment.</p> <p>To develop and maintain professional links with parents and carers, other professionals working with the academy, the local community and the Trust.</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1.	To work collaboratively to lead the planning and preparation of activities and displays that meet children’s individual needs, both indoors and outdoors; liaising with parents/carers; negotiating working targets; ensuring effective communication within the Early Years Team; organise and supervise a suitable programme for children aged two to five years, in line with the new Early Years Framework; offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disability, cultural or linguistic background, in particular, challenging situations where racism or discrimination is displayed.
2.	To lead the philosophy of “learning through play”; contribute towards providing a warm, friendly and stimulating environment; offer quality play, care and education both indoors and outdoors.
3.	To support all staff in the day to day delivery of the foundation stage principles for each child in a stimulating environment.
4.	Support all Nursery Staff in creating and maintaining positive, professional relationships with parents/carers, staff members and outside agencies by being a good role model.
5.	When necessary, performing staff inductions and helping new staff to fit into the setting, supervising Nursery Staff and students.
6.	Ensuring confidentiality is maintained, equal opportunities and child protection procedures are followed.
7.	Maintain a high level of hygiene and safety across the setting.

8.	Providing feedback to the EYFS Teacher and Principal on issues relating to the Nursery.
9.	To ensure the nursery is a safe and secure environment for children; keep, maintain and monitor accident, incident and risk assessment records.
10.	To lead all Nursery Staff in a happy welcoming atmosphere and implement duties and responsibilities in a professional and caring manner where teamwork is valued.
11.	To support the transition of new children in line with Nursery policy and liaise with parents/carers, to establish close, effective, working partnerships.
12.	To observe, assess and record the development of individual children with reference to the academy's policies, Foundation Stage and Ofsted's regulations.
13.	To promote high standards of care and supervise children with regard to their physical, emotional and intellectual needs. Carry out supervision of mealtimes and, where appropriate, assist pupils with intimate care.
14.	To hold at least an NVQ 3 qualification or equivalent; hold or be willing to obtain a First Aid Certificate; keep abreast of current issues and attend training as necessary; participate in regular parents evenings, publicity and children's visits.
15.	To support children with a variety of Special Educational Needs within the environment, contributing to IEPs as appropriate (staff may be required to carry out basic medical procedures, for which training will be given).
16.	To support children with Special Educational Needs by contributing to reviews and case conferences, working in cooperation with the Inclusion Manager and other agencies.
17.	To liaise with other professional bodies and develop contacts with other professional agencies.
18.	To be aware of child protection issues, identifying and monitoring children at risk, reporting to the Designated Safeguarding Leads.
19.	Promote all policies and procedures in the setting and comply with the Children's Act, Health and Safety legislation, and act within the guidelines of Ofsted and Welfare Requirements, ensuring confidentiality is maintained at all times.
20.	To maintain the Nursery environment including cleaning and other such duties as may be deemed necessary from time to time to maintain efficient running of the setting including ensuring the cleanliness and maintenance of the playrooms and equipment.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

- This post is subject to an Enhanced DBS (Criminal Record Check)
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Knowledge and Experience

- 1.1 NVQ 3 in Childcare and Education or higher equivalent or administration qualification
- 1.2 5 GCSE A-C passes including English and Maths or equivalent
- 1.3 Working knowledge of the Children Act 1989 and current legislation
- 1.4 Knowledge of Statutory Requirements including Child Protection, Health & Safety and Equal Opportunities
- 1.5 Experience of undertaking a range of clerical and administrative duties, including data input and keeping accurate and up to date records
- 1.6 Experience of producing documents of a high standard
- 1.7 Knowledge of a range of computer applications including Word, Excel, PowerPoint, Publisher and a willingness to learn SIMS, Target Tracker and any other relevant programmes

Skills and Abilities

- 2.1 Ability to lead a team
- 2.2 Ability to work on own initiative
- 2.3 Ability to work in an organised and methodical manner by identify work priorities and managing own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- 2.4 Ability to communicate effectively with pupils, parents, carers, academy employees and governors
- 2.5 Ability to implement high health and safety standards
- 2.6 Ability to maintain confidentiality on all matters
- 2.7 Ability to show sensitivity and objectivity in dealing with confidential issues

Personal Qualities

- 3.1 A commitment to giving children and families the opportunity to reach their full potential
- 3.2 A commitment to Equal Opportunities and Inclusion
- 3.3 A commitment to continuing professional development by showing a willingness to participate in further training and developmental opportunities offered by the Academy
- 3.4 To be able to work under pressure and manage own timekeeping well
- 3.5 To be able to lead and manage staff

Desirable Criteria

- 4.1 Evidence of further recent and relevant training or qualifications
- 4.2 Previous experience of working in a Nursery/School environment
- 4.3 To have held a Senior role within a childcare setting or similar
- 4.4 Qualified in Paediatric First Aid
- 4.5 Qualified in Food Hygiene