

Job Description – Nursery Practitioner

This job description is not fully prescriptive, but acts as a guide to the main duties and responsibilities most relevant to the role.

Responsible to: Room Leader, Deputy Nursery Manager, Nursery Manager

Summary: To ensure that the room is running smoothly through effective planning, preparation and organisation according to the policies and procedures of the nursery.

Main duties:

- To regularly review, develop and monitor the curriculum and activities available to children to ensure that the high standards of childcare are maintained.
- To provide for the safety and well-being of children, taking account of their social, recreational and individual needs and to keep appropriate records of evidence, observations and assessment on the IT system.
- To attend training courses for personal professional development purposes and to disseminate information from these to other staff.
- To ensure that all Policies and Procedures set down by the nursery are adhered to.
- To work together as part of team to ensure appropriate delivery of nurturing / recreational activities for children attending.
- To ensure that effective health and safety procedures are carried out in the room and report and accidents or incidents through the relevant system.
- To assess, record and report on the development, progress and attainment of children using the IT system.

Specific Duties:

- To promote positive relationships and interactions between all adults and children involved in the setting.
- To have excellent knowledge of children for whom you are responsible as a Key Person including their background, home life and next steps.
- To plan specific activities for children for whom you are responsible as a Key Person to address their next steps, keeping in mind the intent, implementation and impact of these activities.
- To ensure parents / carers are well informed of their children's progress and are always welcome in the school.
- To attend and participate in parent / staff meetings and other meetings as may be relevant.
- To monitor children for the identification of possible special needs and discuss any concerns with the Nursery Manager and nominated SENCO.
- To combat sex, race, class and religious discrimination and to demonstrate positive attitudes through practical application.
- To comply with all OFSTED requirements
- To act appropriately in an emergency situation ensuring that the safety and well-being of children is paramount at all times.

- To provide a warm and caring environment for the children whilst always having regards for their individual needs.
- To encourage the active participation of all children.
- To carry out any other occasional reasonable duties as requested by managers.