

Post Title:	Nursery Practitioner- Casual
Team:	Nursery
Line Manager:	Nursery Manager
Grade:	17-20 £12.85 Per hour +£2.06 holiday pay
Hours per week:	0
Location	Wigston Nursery
Job reference:	REQ0000748

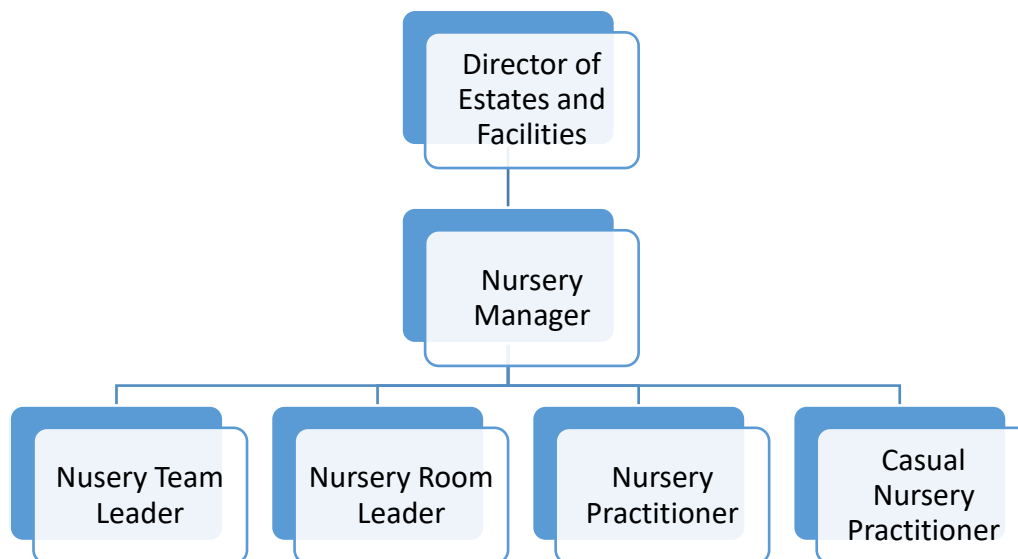
Job Purpose

To provide a high standard of physical, emotional, social and intellectual care for children aged 6 weeks to 5 years in age placed in the Nursery.

To give support to other personnel in the Nursery and to implement the daily routine in the base room.

To liaise with parents and carers to ensure effective partnerships which support the development of all children within the care of the nursery are fostered; to respect the confidentiality of information received and to treat any such information with care and respect.

Organisation Structure



Main Duties and Responsibilities

1. Ensure the Nursery conditions are abided by and that the requirements of Health & Safety Legislation (the 1989 Children Act and OFSTED National Standards) are applied;
2. Work closely with the room leader to plan, prepare, deliver and evaluate a programme of age appropriate activities in the Nursery in conjunction with other staff;
3. Ensure that mealtimes are a time of pleasant social sharing;

4. Wash and change children as required; Provide comfort and warmth to a poorly child.
5. Maintain accurate records and efficiently undertake administrative duties; keep a proper record of achievement file on key children for parents;
6. Ensure the provision of an environment that promotes and meets the needs of children from differing cultures and religious backgrounds and stages of development; work with parents of special needs children to give full integration in the Nursery;
7. Develop the role of nursery practitioner within the team and be an active team member;
8. Liaise and work professionally and effectively with parents and carers to meet the individual needs of the children and to deliver outstanding customer service
9. Attend out of working hours activities (e.g.) training, monthly staff meetings as required and following the provision of reasonable notice;
10. Be flexible within the working practices of the Nursery. To be prepared to help when needed, including the undertaking of certain domestic jobs within the Nursery (e.g.) preparation of snack meals, cleansing of equipment, etc;
11. Ensure apparatus is set up in advance of each session, and safely and tidily put away at the end of the session;
12. Record accidents in the accident book. Ensure that the manager has initialled the report before the parent receives it;
13. Engage professionally with the daily child - parent transition process within the designated room; to ensure children are collected by someone known to the Nursery;
14. Ensure that all Safeguarding Children Board procedures relating to child protection issues are understood, and personally adhered to as necessary; to support the Nursery Manager and Deputy Manager in ensuring that within the room of responsibility understand and follow Safeguarding procedures
15. Appreciate circumstances requiring escalation to more senior Nursery staff members and act in accordance with procedures;
16. Act in a manner that promotes a positive staff environment within the designated room and which promotes the identification and provision of professional development (for self and others)
17. Take personal responsibility for ensuring a proactive approach to CPD, and maintenance and development of professional competence; to attend training to update the Nursery's provision of the Initial Foundations Stage Curriculum and Birth to Three in accordance with requirements of the Day Nursery's OFSTED registration;
18. Promote high standards of health, safety and welfare, including the safeguarding of staff and children, meeting legal and regulatory requirements and college standards
19. Provide a contribution in the wider college and also for any Subsidiary as required; To contribute promotional activities both inside and outside the college and to assist in the production of promotional and publicity materials as required;
20. Contribute proactively to ensuring the continuous quality improvement of the nursery provision
21. Promote the college's reputation at all times, acting in accordance with college values; to ensure that all areas of personal activity and responsibility comply with the quality standards expected by the college, which are also appropriate for all public bodies. To act as an ambassador for the college in all aspects of work;
22. Contribute to planning, implement, evaluate, assessment and record keeping in line with the EYFS;
23. To plan, prepare and implement activities that meet the individual needs and interest of the children, identify and plan next steps;
24. To work with parents/carers to ensure each individual child's care and development needs are met;
25. Be a key person for a group of children, observe, assess their development;
26. Developing and maintain the children's learning journals. Completing progress summaries and assessments;
27. Read and adhere to the nursery's and colleges policies and procedures;
28. Attend nursery staff training after nursery closing;
29. Carry out any other duties commensurate with the grading for the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Generic for level

- Actively involved in the collaborative approach to cross college working
- Continuation of personal development as agreed at appraisal.
- Engaging actively in the performance review process.
- Addressing and delivering the appraisal targets set by the line manager
- Taking a proactive approach to Safeguarding requirements and ensuring that there is total compliance with its requirements to safeguard and protect the welfare of staff and students
- Leading by example in playing an active and full part in the life of the college community, to support and promote its distinctive aim and ethos and to encourage staff and students to follow this example.
- Actively involved, promoting and developing the College's corporate policies.
- Taking responsibility for the Health and Safety and undertaking risk assessments as appropriate.
- Promoting and practising Equality of Opportunity and challenging to prevent prejudice

To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

Key Contacts

Internally:

- Nursery Manager & Deputy Manager
- Room Leader and other nursery staff;
- Assistant Principal (Facilities Management);
- Other support functions such as E-Services/Human Resources/Finance; Marketing/Commercial Team.

Externally:

- Parents and carers(including private, college staff, learners);
- Outside agencies (i.e.) multiagency staff such as SENCO/physiotherapists/social workers.
- Nursery visitors;
- Transition school/nursery contacts;
- OFSTED;
- LEA/Warwickshire including local Early Years Advisory Team/LADO;

NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College values and behaviours. The ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high quality service and to create an environment of continuous improvement.

The College Values underpin our work and are NWSLC – Nurturing, Work ready, Sustainable, Leading and Collaborative.

Safeguarding and Promoting the Welfare of Children

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College's policies which safeguard and promote the welfare of children, and adhere to their guidelines. An Enhanced DBS check will be required for all roles at the college.

Person Specification

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Selection Process
Level 3 Childs & Young People Qualification as defined by the DfE (Department for Education)	E	A B
Literacy, Numeracy and IT skills at Level 2 (D) or willingness to work towards (E)	E	A B
Knowledge of OFSTED framework as it relates to early years	D	B
Knowledge and understanding of understanding of the EYFS and Every Child Matters;	E	B
Up to date knowledge of safeguarding, including: <ul style="list-style-type: none"> ➤ risk assessment processes ➤ knowledge and understanding of guidelines and legislation relating to child protection / the Children Act ; safeguarding children within a nursery setting (including pictures and mobile disclosures)	E	A B
Commitment to and understanding of sound Equality & Diversity practice including <ul style="list-style-type: none"> ➤ racism awareness, equal opportunities	E	A B
Evidence of an understanding of and a commitment to sound Health & Safety practice	E	B
Knowledge of data protection and ability to deal appropriately with confidential information	E	B
Knowledge and understanding of parental involvement in children's learning; evidence of ability to work with parents in understanding their children's needs;	E	B
Proactive commitment to quality improvement and ability to evidence impact	D	B
Commitment to personal CPD	D	B
Evidence of a customer focused approach	D	B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.