



OLD BUCKENHAM HALL

JOB DESCRIPTION

Role	Nursery Practitioner, min Level 3
Job Purpose	A higher level qualification would be considered, with further responsibility within the Nursery, if appropriate.
Accountable to:	Head of Pre-Prep/Headmaster
Main Duties and Responsibilities:	<ul style="list-style-type: none">▪ To work under the guidance of the Nursery Class Teacher in the planning and implementation of the Early Years Foundation Stage (EYFS) and other programmes/strategies with individuals, groups of pupils or the whole class to promote effective teaching and learning.▪ In class, to work with small groups and individual children on activities suitable for age and stage of the children.▪ To provide general support to the class teacher in the management and organisation of the pupils and the classroom.▪ To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.▪ To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.▪ To be responsible for promoting and safeguarding the welfare of children and young people within the school.
Duties will include:	Support for pupils: <ul style="list-style-type: none">▪ To support working relationship with the pupils, acting as role model and setting high expectations.▪ To support pupils learning in the most effective way.▪ To meet the personal needs of pupils whilst encouraging their independence.▪ To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.▪ To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.▪ To provide support in the delivery of the EYFS curriculum.

	<p>Support for the teacher</p> <ul style="list-style-type: none"> ▪ To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short-term unplanned absence of the teacher, to cover all pre-prepared activities in order to provide continuity for the pupils. ▪ As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate. ▪ To work on classroom displays following consultation with the teacher. ▪ To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher. <p>Support for the school</p> <ul style="list-style-type: none"> ▪ To take on relevant duties within the Pre-Prep. ▪ To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person. ▪ To attend relevant meetings and participate in training opportunities and professional development as required. ▪ To provide support for pupils’ emotional and social needs by encouraging and modelling positive behaviour in line with school policy. ▪ To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher. ▪ To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled. ▪ To assist in the training and development of staff. ▪ To adhere to school health and safety policy including risk assessment and safety systems. ▪ To adhere to school policy on equality and diversity. <p>Support for the curriculum</p> <ul style="list-style-type: none"> ▪ To assist in the development of skills throughout the EYFS curriculum and support the use of these learning activities as directed by the class teacher. ▪ To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils’ interests, language and cultural backgrounds. ▪ Undertake broadly similar duties commensurate with the level of the post as required by the Headmaster <p>The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar nature, which are considered appropriate.</p> <p>All duties will be carried out within recognised procedure or guidelines and appropriate training will be given where necessary. The post holder will be required to undertake and/or maintain training/professional development associated with this position.</p>
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> ▪ Work towards and support the school vision and the current school objectives outlined in the School Development Plan.

	<ul style="list-style-type: none"> ▪ Support and contribute to the school’s responsibility for safeguarding students. ▪ Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors ▪ Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. ▪ Engage actively in the performance review process. ▪ Adhere to school policies. ▪ Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
Hours	Monday to Friday, 8 am – 4.30 pm term time only.