



The Brook



The Brook Nursery

Job Description for Nursery Practitioner

Effective from: January 2014

Responsible to the Nursery Teacher and the EYFS Co-ordinator.

Hours of work: Mon - Fri 8.20 - 3.20 (32.5 hours per week)

Purposes of the Post

- To support the teacher in the management and day-to-day operations and organisation of a 30 part-time place nursery facility;
- To work closely with colleagues to ensure continuity and consistency of practice across the whole of the EYFS.
- To involve parents in the life of the Nursery and establish a close and welcoming partnership with them.

The main responsibilities of this post are:

- To support the ethos, vision and aims of the Nursery;
- To support the teacher in weekly and daily planning and to assist with reviewing sessions with the staff team;
- To work alongside the teacher in the production of policies and any other relevant Nursery documentation;
- To assist with the preparation and delivery of the planned curriculum for the Nursery children having regard to their individual needs and the statutory EYFS Curriculum guidance;
- To carry out on-going observations of the children to assess their progress and development;
- To be aware of the children's personal, social and emotional needs and to respond to these appropriately, encouraging independence;
- To be a key worker for the children and be responsible for keeping their learning journals and any records up-to-date.
- To discuss individual children's progress and development with the teacher and other members of staff as appropriate and to take any necessary action;
- To provide a secure, safe and stimulating indoor and outdoor learning environment for the children including assisting with the presentation of the Nursery classroom, ensuring that each area is accessible clearly labelled and appropriately maintained.
- To prepare interesting and creative learning activities ensuring that resources are readily available, inviting and in good order;
- To support the children in their activities both inside and outside so that they:-

- ✓ Become enthusiastic learners,
 - ✓ Have the opportunity to practice skills,
 - ✓ Are encouraged to become independent,
 - ✓ Are appropriately challenged and extended.
- To assist with the organisation and administration of an induction programme ensuring that the children's start at Nursery is smooth, happy and secure;
 - To liaise with parents ensuring that they are kept fully informed about their child's start and subsequent progress whilst they attend the Nursery, including attending open afternoons and parent's evenings;
 - To attend staff meetings, Inset and other courses to ensure continuing professional development and keep abreast of key developments within the EYFS;
 - To help develop and maintain links with the school;
 - To be committed to the safeguarding of all the children within the nursery;
 - Any other duties as may be reasonably required to reflect any changing needs and circumstances within the Nursery.