



*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **Job Description: Battle Abbey Nursery Practitioner**

The Nursery is an integral part of the Battle Abbey family. You will work in our modern, purpose-built facility and have full access to facilities at the Prep school. This includes using the Astro, Field, Forest and specialist classrooms at the Prep such as the Music Room, in your practice.

You will have access to excellent CPD and will have the chance to build a fulfilling career. With pupils ranging from babies to 5-year-olds, you can find a path that enriches every working day. The school offers an excellent package for staff which can be found on the 'Staff Package' document.

Our aim is to be the one of the best small, family schools and you will benefit from working in an environment where you are valued for the unique contribution you can make to school life.

### **Responsible to:**

The Nursery Practitioner is responsible to the Nursery manager, Deputy Manager and Room Leader.

### **Main responsibilities:**

#### **Pupils and Parents**

- The care and supervision of the children with regard to their physical, emotional and intellectual needs to ensure they reach their full potential.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Positive management of children's behaviour.
- Supervision of meals and mealtimes.
- Providing a good role model for students.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed.
- Promoting Battle Abbey Nursery, Battle Abbey Prep School and Battle Abbey School at all times.
- Participating in regular parents' evenings, publicity, open weekends and children's outings.
- Key-person responsibilities and working in partnership with parents. Addressing parental queries or concerns as appropriate, referring on and keeping the Nursery Management team updated.

#### **Staffing**

- Working with the Nursery staff on planning and preparation of activities, to meet children's individual needs, liaising with parents and negotiating working targets.
- Ensuring effective communication within the Nursery.
- Attendance of INSET training and staff meetings as arranged by the Nursery Manager.

- Maintaining Continuous Professional Development and participating in training opportunities, including supervision meetings and annual appraisal.
- Acting as a named co-ordinator relevant to their skills or training as designated by the Nursery Manager.
- Help new staff fit in to the Nursery.

### Health and Safety & Administration

- Adhering to the Policies and Procedures of Battle Abbey School and Nursery and compliance with the Children Act, Health and Safety legislation and within the guidelines of Ofsted, ISI and the National Standards. Ensuring confidentiality is maintained.
- Keeping of development records and observations to ensure that Learning Journeys are kept up to date.
- Preparation, care, cleanliness and maintenance of the playrooms, garden, kitchen and equipment including kitchen and laundry duties.
- Keeping accident, incident and risk assessment records.
- Contributing to IEP's and referral forms, updating records and working with outside agencies as appropriate.
- Any other duties appropriate to the post as directed by the Nursery Manager, Nursery Deputy or Nursery Assistant Deputy Manager.

Person Specification			
	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>○ A relevant Level 2 and be willing to train to complete level 3.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>○ A recent relevant Level 3 qualification.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that they <b>should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>○ A level 3 qualification with 1 year post experience.</li> <li>○ Basic Safeguarding.</li> <li>○ SEND experience.</li> <li>○ Paediatric First Aid.</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>	<i>The categories of work or organisations, types of achievements</i>	<i>The categories of work or organisations, types of achievements and activities that</i>	Contents of the

	<p><i>and activities that would be likely to <b>predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>○ Recently qualified or recent experience of being a Level 2/3 qualified Nursery Practitioner.</li> <li>○ Relevant Early Years courses.</li> </ul>	<p><i>would be likely to <b>contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>○ At least one year's post qualification experience.</li> <li>○ Relevant Early Years courses.</li> </ul>	<p>Application Form</p> <p>Practical and formal Interview</p> <p>Professional references</p>
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>○ See Job Description.</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>○ See Job Description.</li> </ul>	<p>Contents of the Application Form</p> <p>Practical and formal Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>○ A working knowledge of: The Early Years Foundation Stage.</li> <li>○ Keeping Children Safe in Education.</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>○ A working knowledge of The Early Years Foundation Stage.</li> <li>○ Keeping Children Safe in Education.</li> <li>○ Letters and Sounds Phase 1.</li> </ul>	<p>Contents of the Application Form</p> <p>Practical and formal Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>○ Motivation to work with children and young people.</li> <li>○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>○ Emotional resilience in working with challenging behaviours.</li> <li>○ Positive attitude to use of authority and maintaining discipline.</li> <li>○ Loyalty to the team and the organisation.</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>○ Motivation to work with children and young people.</li> <li>○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>○ Emotional resilience in working with challenging behaviours.</li> <li>○ Positive attitude to use of authority and maintaining discipline.</li> <li>○ Loyalty to the team and the organisation.</li> </ul>	<p>Contents of the Application Form</p> <p>Practical and formal Interview</p> <p>Professional references</p>
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