**Job Description: Early Years Practitioner - Nursery**

**Reporting to: EYFS Lead**

**Location: Ark Castledown Primary Academy**

**Contract: Fixed Term ( to the 31st August 26)**

**Working Pattern: Term Time**

**Hours: 30 per week**

**Salary: £23,723 pro rata (TTO)**

**Disclosure level: Enhanced**

**The Role**

As an Early Years Practitioner in our Nursery your role will:

* have the skill, creativity, commitment, energy, and enthusiasm required to deliver excellent Nursery provision.
* ensure a high standard of physical, emotional, social, and intellectual care for all children in their care in Nursery.
* ensure all children are safeguarded and their welfare and safety is promoted.
* provide an enabling environment in Nursery which all children can play, learn, and develop.

**Key Responsibilities**

**In Nursery:**

* To promote the aims and objectives of the Nursery.
* To promote the high standards of the Nursery at all times to parents, staff and visitors
* To follow the Nursery safeguarding procedures to ensure all children are kept safe, well and secure.
* To ensure the provision of high standards of physical and emotional care.
* To contribute to the assessment of children’s development and learning journals.
* Undertake required domestic jobs within the nursery as required.
* Participate fully in team meetings and training.
* Read, understand, and adhere to all policies and procedures within the school and Nursery.
* Ensure good standards of safety, hygiene and cleanliness are maintained.
* Supporting children with self-care when required.
* Ensure mealtimes are pleasant social experience.
* To undertake any other duties as determined by the management.

**Support for the school:**

* Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care.
* Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher.

**Other:**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures.
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Early Years Practitioner – Nursery**

**Qualifications**

* Level 3 Early Years Qualification (Essential)
* Maths and English at GCSE Level C or above/ equivalent (Essential)

**Knowledge, Skills and Experience**

* Experience establishing successful learning relationships with students in Early Years, treating them consistently with respect and consideration.
* Experience of the role of an Early Years Practitioner particularly working with children in a Nursery setting including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies.
* Knowledge of the Early Years Foundation Stage Framework.
* Good administrative, organisational and computer skills.
* Competent with computers and other technology.
* Excellent communication and interpersonal skills with children and adults.
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene.

**Behaviours**

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background.
* Professional outlook, detail orientated and able to multitask and meet deadlines.
* A team player that can work collaboratively as well as using own initiative.
* Helpful, positive, patient, and caring nature
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement.

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training.
* This post is subject to an enhanced DBS check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*