**Headington Quarry Foundation Stage School**

**Job Description – Early Years Practitioner/Nursery Nurse**

**Post: Early Years Practitioner (NVQ Level 3/or equivalent qualification)**

**Full-time (35 hours) including INSET days and weekly staff meeting usually held 4-5 p.m. Temporary until the 31st August 2020.**

**Job Title: Early Years Practitioner Full-time Term Time Only**

**Salary: Grade 8 (**£24,313-£26,999 pro rata (£12.60-£13.99 p.h.)

**Start Date:** 6th January 2020

**Responsible to: Headteacher**

**Job Purpose: To organise and manage the education of Nursery children**

**General Tasks:**

* To work with the team of staff to plan, organise and maintain a learning environment appropriate to the developmental needs and interests of the Nursery children.
* To take responsibility for a morning and afternoon group of children as the Key Person on a daily basis, planning and assessing for the group.
* To keep clear records of curriculum planning and keep up-to-date profiles of children’s development and progress, by making regular observations and working in partnership with parents and other members of staff.
* To assess children’s attainment on entry and exit, sharing information about children’s progress with parents, compiling formative records during their time at the school and write summative transition documents.
* To motivate children in their learning and establish a warm and consistent relationship with them
* To develop and maintain effective communication and partnership with parents/families.
* To set up equipment indoors and outdoors and to keep the nursery environment attractive, safe and clean. This includes following the school’s Health and Safety policy and procedures.
* To supervise a lunch time table.
* To contribute to a whole-school policy making and development planning.
* To be committed to equal opportunity for all children.
* In consultation with the SENCO to make provision for children with special educational needs, with reference to the SEN code of practice and liaising with support agencies when required.
* To make effective provision for children for whom English is an additional language.
* To attend Safeguarding Children training and adhere to school policy and procedures.
* To contribute to successful induction into and transition out of the nursery for all children.
* To undertake further personal professional development linked to the annual performance management cycle and to attend INSET days during the school year.