



## Newhall Nursery

### Level 3 Early Years Practitioner (With responsibility for leading the Baby Room) Job Description

<b>Pay Scale/Grade:</b>	Essex LGS Point 5-6 (£19312 - £19698) plus London Outer Fringe Allowance £626 pro rata
<b>Reports to:</b>	Nursery Manager
<b>Responsible for:</b>	Leading teaching, learning and providing quality care in the EYFS
<b>Liaison with:</b>	Academy and Nursery Staff, Headteacher, Senior Leadership Team, Children, Parents/Carers

**Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.**

#### **Purpose:**

- Responsible for leading the Baby Room.
- Safeguarding children, ensuring excellent high quality childcare and planned activities appropriate to the age and development of the children.
- Take an active role within the Nursery Management Team.

#### **Major Tasks, Duties and Responsibilities**

1. To assist nursery team in providing a friendly, caring and relaxing environment in order to encourage and develop children in our care.
2. To work within and maintain the context of the whole Nursery team and as a member of the Newhall Academy and Nursery community.
3. To supervise staff and students in training and maintain a proactive and professional team.
4. To ensure all daily routines are adhered to and records kept up to date.
5. To maintain staffing levels, arranging cover when needed.
6. To plan and carry out activities in line with the Statutory Framework for the Early Years Foundation Stage, Setting the Standards for Learning, Development and Care for children from birth to five, ensuring they meet with the Early Learning Goals.
7. Develop 'free flow' play.
8. Ensure assessments/evaluations are regularly completed.

9. Ensure children get the best start in life by working in close partnership with parents/carers to develop independence, confidence and self-esteem, building children's resilience and well-being.
10. Support staff development and work closely with other staff and professionals.
11. To conduct 1:1's and annual Staff Development and Performance Reviews.
12. To communicate with parents and other visitors in a calm, friendly and efficient manner.
13. To oversee an effective key worker system.
14. To liaise with other Room Leaders to provide a smooth transition for children.
15. To ensure your specific duties regarding Health and Safety and fire procedures are understood and actioned.
16. To attend Nursery management meetings.
17. To undertake monthly staff meetings outside normal working hours when necessary.
18. To organise parent/keyworker and Baby Room staff meetings.
19. Responsible for opening and/or closing of the Nursery.
20. Assist the Nursery Manager and other Room Leaders in the management and leadership of a diverse staff team.
21. To keep abreast of current issues and attend training as necessary.
22. To carry out any ad hoc projects or duties as requested by your Line Manager.
23. To take reasonable care of yourself and others and to comply with the Newhall Primary Academy and Nursery Health and Safety rules.
24. To lead and manage the nursery in the absence of the Deputy Manager and Nursery Manager
25. To have sound knowledge on learning and development of under 2 years and be able to guide and teacher others

#### **OTHER REQUIREMENTS:**

- To attend and participate in staff meetings as required
- To participate in training and performance management as required.
- To have an up – to – date DBS

**These duties may be varied to meet the changing demands of the Academy and Nursery at the reasonable direction of the Nursery Manager and Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above**