

Holland Park Pre- Prep & Nursery

Person Specification

Essential Skills
Minimum level 3 qualification or equivalent
A minimum of 1 year's recent experience, working in nursery setting with under 3-year olds
Excellent working knowledge of the EYFS
Motivation and enthusiasm to work with children
Knowledge of current Ofsted statutory guidance
Experience of planning and leading classroom activities
Experience of settling children into nursery
Experience of catering for individual care routines
Experience of being a key teacher
Empathy and understanding of children under five
Excellent verbal and communication skills with children and parents
Ability to write good quality observations, learning plans and reports
Basic IT skills
Calm and caring nature
Positive attitude and willingness to learn
Ability to work on own initiative
Reliable, enthusiastic, and flexible
Ability to create and maintain a warm, welcoming and vibrant environment
Sense of humour, patience, empathy

Job Description

Job Title: Early Years Practitioner

Reporting to: Room Leader

Job Purpose:

To work as part of a team to provide high quality care and education, following the Early Years Foundation Stage (EYFS).

Key areas of accountability:

Vision, values and ethos

To have a knowledge and understanding of the nursery's key values and ethos.

To work alongside the Room Leader to ensure that the nursery's values and ethos are practised.

Operational responsibilities

- To adhere to adult to child ratios in class.
- To ensure that settling in plans for new children are followed and this process runs smoothly for all, especially the children and parents.
- To ensure that deadlines are met.
- To support the Room Leader in completion of classroom newsletters.
- To understand and adhere to all policies and procedures.
- To contribute thoughts, ideas and reflections to regular audits in the classroom, to reflect on what is going well and areas for development.
- To ensure that the children's register is completed, and children are signed in and out accurately.

Staff responsibilities

- To establish and maintain effective working relationships with the team, providing open and honest communication.
- To follow the guidance and instructions of the Room Leader with the day to day management of the classroom .
- In the absence of the Room Leader to work alongside other members of the team to ensure that the same high levels of care and consistency are maintained.
- To understand what your responsibilities are and to carry them out at all times.
- To participate in peer to peer observations.
- To listen to and act on feedback from the Room Leader or the Senior Leadership Team.

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- To communicate effectively with colleagues and raise concerns in a professional manner.
- To write weekly curriculum plans and lead activities which are fun, engaging and stimulating based on children's interests and next steps.
- To have a thorough understanding of the Early Years Foundation Stage and to apply the principles to practice.
- To ensure that safeguarding procedures are adhered to and that information is shared effectively and efficiently with the Designated Safeguarding Person.
- To work alongside the team to monitor relevant issues in relation to individual children including additional needs and safeguarding issues.

Training and development responsibilities

To attend meetings and training courses as necessary to keep up to date and current.

To reflect on training and to apply lessons learnt in training to practice.

Marketing responsibilities

To show high levels of professionalism and friendliness to prospective parents on school tours.

Health and Safety responsibilities

To ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health and Safety at Work Act 1974.

To support the Health and Safety Officer in ensuring that the highest standards of Health and Safety are always maintained and that all policies and procedures are followed appropriately.

To complete the daily risk assessment when required by the Room Leader, and to ensure that any problems are reported to the Health and Safety Officer.

To be aware of responsibilities in relation to Health and Safety.

To have clear knowledge of procedures to be followed in case of emergency, e.g. fire, accident.

To check and adhere to the appropriate Risk Assessment when going out on an outing.

To complete class cleaning when required by the Room Leader.

To report repairs to the Room Leader if it is recognised that a repair is needed in the classroom or garden.

To ensure that all dietary and medical requirements are adhered to at all times.

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Partnership with parents

To maintain personal contact with parents, through meetings, events and informal conversations.

To keep parents informed and up to date with regular communication, e.g. through contributing to regular class newsletters.

To support the nursery in welcoming new parents.

To take appropriate action to deal with complaints raised by parents immediately in line with nursery procedures.

To engage in parent teacher meetings on a termly basis.

Finance

To communicate with the Room Leader regarding resources required for the classroom.

To ensure that all orders are recorded correctly on an order form.

Ofsted

To ensure that all areas that fall within your responsibility are compliant with Ofsted regulations at all times.

To proactively maintain a thorough knowledge of inspection requirements.

To be prepared personally for inspection.

To contribute to the delivery of the curriculum in your designated class/area, ensuring that it is delivered consistently in line with both Ofsted expectations and standards, and in line with the nursery's vision, ethos and values.

Personal responsibilities

To communicate effectively with all staff, children and parents.

To lead by example in all areas: teaching standards, professional relationships, and exemplary adherence to nursery policies and procedures.

The above list is not exhaustive, and the successful candidate will be expected to contribute to the nursery and to carry out any tasks at the reasonable request of the Headmistress.