

# **First Steps Nursery**

## **POST DETAILS**

<b>TITLE</b>	Foundation Stage Practitioner
<b>LINE MANAGER</b>	Mrs Cassie Smith

## **PURPOSE OF JOB**

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for children and to assist the teacher in the management of children and the nursery.

## **SUPERVISION ARRANGEMENTS**

To work under instruction and guidance from the nursery teacher.

## **Job purpose including main duties and responsibilities:**

To work under the guidance of the teaching and senior staff, within an agreed system of supervision, to:

- Implement agreed range of activities with individuals/groups of children, either within or outside of the nursery.
- Assist the teacher in the whole observation, assessment and planning cycle.
- Management/preparation of resources to support an enabling learning environment, both indoors and outdoors
- Generally assist children with activities, interacting with them to support their learning and development
- Regularly contributing towards written observations of a child's progress, whilst maintaining confidentiality at all times.
- Assisting with the creating an engaging learning environment.
- Providing detailed and regular feedback to teachers on children's achievement, progress, problems etc.
- Promoting good behaviour, dealing promptly with incidents in line with established policy and encouraging children to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher.
- Providing clerical/administrative support as necessary.

## **Support the school by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all children have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the nursery and school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.

# PERSON SPECIFICATION

## Decoy Community Primary School and First Steps Nursery



**Job Title:** Foundation Stage Practitioner - Nursery

Category	Requirement	Essential Or Desirable	Method of Verification
Education & Training	Basic literacy and Numeracy skills.	E	Application/Interview
	Early Years and Childcare Qualification Level 3 or equivalent	D	Application
	Willingness to participate in on-going training.	E	Application
Experience & Knowledge	Excellent understanding of the EYFS curriculum and requirements;	D	Application/Interview
	Experience within the Early Years Foundation Stage.	D	Application/Interview
	Basic understanding of child development and learning	E	Application/Interview
	General understanding of the foundation stage curriculum and other basic learning programmes	D	Interview
	Have an understanding of the importance of safeguarding	E	Application/Interview
Skills & Abilities	Develop good personal relationships within the team;	E	Application/Interview
	Establish and develop effective relationships with parents and the community;	E	Application/Interview
	Communicate effectively (both orally and in writing) to parents and children	E	Application/Interview
	Be reflective and learn from past experiences; Show resilience and an ability to work under pressure	E	Interview
	Promote the school and nursery's aims positively;	E	Application/Interview
	Demonstrate excellent IT skills.	D	Application
Personal characteristics	Committed	E	Application/Interview
	Enthusiastic	E	
	Organised	E	
	Efficient	E	
	Flexible	D	
	Welcoming	E	

