



Nursery Practitioner - Job Description

Line Manager: Nursery Manager/Nursery Assistant Head Teacher

Supervisory Responsibility: None, apart from assisting in work familiarisation of new members of staff and volunteers.

Main purposes of the job

- To work under the specific supervision, instruction, and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly, and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work 20 days in the school holidays (Manager to schedule) assisting the team to deliver a creative, fun learning environment.

Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programs.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

Support for the teacher:

5. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
6. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
7. To provide regular feedback to teachers on pupils' achievement and progress.
8. To provide feedback on pupils in relation to progress and achievement under the guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.

Support to the school

9. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
10. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.

11. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
12. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
13. To attend relevant meetings and participate in training opportunities and professional development as required.
14. To attend relevant meetings and participate in relevant training and performance development as required.
15. To adhere to school health and safety policy including risk assessment and safety systems
16. To adhere to school policy on equality and diversity

Support for the curriculum

17. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
18. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Signature of Manager:

Date: / /

Signature of post holder:

Date: / /
