



## JOB DESCRIPTION

**Post (title):** Nursery Lead Practitioner  
**NJC Scale D**

All duties are undertaken under the direction of the Early Years Foundation Stage Lead (EYFS).

This is not a comprehensive description of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. To undertake other duties and responsibilities as required commensurate with the grade of the post.

### **Responsibilities:**

- Work under the supervision of the EYFS Lead to agree and implement high quality practice and supervision of individuals and groups of children, inside and outside the Nursery and the wider Foundation Stage Unit.
- Work under supervision of the EYFS Lead, to implement the observation, assessment and planning cycle.
- Specifically monitor the progress of the following learner groups; EAL, SEND, DS, CIN, CP, Gender, GAP with the guidance of the EYFS Lead.
- Plan for, manage and prepare resources to support children in Nursery and across the EYFS, including Continuous Provision.
- Support the identification of and intervention for children with additional needs and SEND
- Engage with and support children's learning and generally support children with planned activities, independent problem solving and creative play.
- Provide a range of interesting and stimulating activities to promote all areas of learning as identified in the Early Years Foundation Stage
- Influence, support and celebrate difference and make sure all children have equal access to opportunities to learn and develop.
- Have a professional curiosity and integrity for research-led approaches to quality-first approaches to teaching in the EYFS.
- Engage with a wide range of people including teachers and school or nursery staff, visiting professionals and agencies such as Ofsted, parents, children and families, visitors and student placements.
- Liaise sensitively and effectively with parents and carers, providing updates on progress and needs.
- Participate in feedback sessions and meetings with parents, including Parents' Evenings and Home Visits.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and take a lead in the marketing of the provision to prospective parents and to support the admissions team with pupils entering into the Nursery.
- Establish productive working relationships with children, acting as a role model and setting high expectations for behaviour and learning.
- Awareness of specialist support services available to children and families, such as Speech and Language Therapists.
- Understand team roles and responsibilities and your own position in them.
- Good working knowledge of the Early Years Foundation Stage relevant legislation and knowledge of relevant policies and codes of practice.

- To contribute to training of all staff, as applicable, and to the EYFS team in particular
- Comply with all Academy policies.

**Supervision / Management of People:**

Supervising staff whilst undertaking teaching and learning activities. May have supervisory responsibility for one or more Early Years Foundation Stage Assistants or workers, under the guidance of the EYFS Lead.

Provide appropriate guidance and supervision to less experienced staff, for example junior staff, students and placements.

*The Governors and Principal are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

**Job descriptions will be reviewed annually.**

Signed: ..... (Post holder)

Signed: ..... (Principal)

**Person specification:****ACADEMY:** Dartmouth**POSITION:** Nursery Lead Practitioner**GRADE:** D

<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method (Form(F)/Interview(I)/ Test(T)/Other(O))</b>
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• QTS Early Years, NNEB, NVQ Level 3 or equivalent.</li> <li>• Numeracy and literacy skills at least equivalent to level 2 of the National Qualifications Framework.</li> </ul>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Thrive trained practitioner</li> <li>• Paediatric First Aid.</li> </ul>	<b>F,I</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• At least 2 years' experience of working in a Pre-school/Reception Class.</li> <li>• Understanding of principles of child development and learning processes and in particular barriers to learning.</li> <li>• Experience of working with children with special/diverse needs, diagnosing difficulties and providing effective support.</li> <li>• Track student data and assess student progress, supported by the EYFS Lead.</li> <li>• To be able to coordinate, implement and participate in the teaching of intervention programmes.</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of working within a school, educational establishment, or young person's setting</li> <li>• Experience of working within a team</li> <li>• Experience of working with other agencies and professionals</li> <li>• Experience of managing a team in an early years setting</li> </ul>	<b>F,I</b>
<b>Knowledge, skills &amp; abilities:</b> <ul style="list-style-type: none"> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes and strategies.</li> <li>• Full working knowledge of all relevant policies, codes of practice and legislation relating to working with children</li> <li>• Ability to plan effective learning programmes.</li> <li>• Ability to relate appropriately to both adults and young people</li> <li>• A commitment to raising standards for all in pursuit of excellence.</li> <li>• Reflective practitioner who responds to change positively.</li> <li>• Ability to self-evaluate own and pupils learning needs and actively seek out learning opportunities</li> <li>• Excellent organisational and problem solving skills</li> <li>• Ability to establish and maintain productive working relationships with students, staff,</li> </ul>	<b>Knowledge, skills &amp; abilities:</b>	<b>F,I</b>

<p>parents and external agencies.</p> <ul style="list-style-type: none"> <li>• Well-organised and has the capacity to lead and manage staff and children, to defined standards and deadlines</li> <li>• Able to provide critical and accurate feedback and recommendations, which support the work of the EYFS Lead.</li> <li>• Excellent communication skills both written and spoken</li> <li>• Ability to work across all phases of the Academy</li> <li>• Ability and willingness to contribute to training others.</li> </ul>		
<p><b>Equality, diversity and inclusion:</b></p> <ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li> </ul>	<p><b>Equality, diversity and inclusion:</b></p>	<p>I</p>
<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> <li>• Shown evidence of discretion and ability to maintain appropriate levels of confidentiality and professionalism.</li> </ul>	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Level 2 or above safeguarding training</li> </ul>	<p>I</p>
<p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Ability to remain positive under challenging circumstances</li> <li>• Willingness to participate in personal development</li> <li>• Has a personal sense of presence and impact</li> <li>• Committed to meeting the needs of the organisation</li> </ul>	<p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Evidence of learning beyond the work place</li> </ul>	<p>F,I</p>