SANDROYD

Job Description
EYFS/Nursery Practitioner
(The Pre-Prep)

The following Job Description covers the principal tasks required of Nursery key workers in the Pre-Prep. It is not necessarily a complete list of everything required for the full professional discharge of duties.

1. To offer an appropriate level of support and stimulation to children in the nursery, taking into account their developmental stage and needs.
2. To input and assist with the planning of the curriculum.
3. To help to set up the nursery for the daily programme and ensure that it is safe, clean and tidy at the start and end of each session.
4. As directed by the Head of the Pre-Prep, to act as a key worker to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met, including completing their Floor Book, daily parental emails and termly reports.
5. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, sitting with the children at lunch, and cleansing of equipment.
6. To liaise with the Head of the Pre-Prep (Head of EYFS) and the Deputy-Head of the Pre-Prep, to ensure best practice.
7. To attend weekly staff meetings in the Pre-Prep, as well as the weekly EYFS meetings.
8. To attend INSET days and to fulfil training requirements, as scheduled by the Head of the Pre-Prep.
9. Undertake duties such as play and lunch supervision, assemblies, afterschool clubs, and parents' consultations.
10. To advise the Nursery Coordinator of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
11. To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the nursery.
12. To work alongside other nursery keyworkers under the guidance of the Nursery Coordinator and with oversight from the Head of the Pre-Prep.
13. To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the nursery's reputation and standing.
14. To assist the Nursery Coordinator in ensuring continuity and progression in the delivery of the Early Years Foundation Stage Curriculum and Framework.
15. To teach within the framework of present nursery and Pre-Prep policies, paying particular attention to Safeguarding, Equality and Diversity, Inclusion, Special Educational Needs and Anti-Racism.
16. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
17. To comply with the nursery's policies and procedures with specific regard to Safeguarding and Health and Safety.
18. To monitor children's progress, through the use of Floor Books, keep meaningful records, and to evaluate performance through formative assessments in line with school policy.

19. To support the aims and ethos of Sandroyd at all times, promoting these to parents and carers, and to colleagues, visitors and other professionals both in the nursery and in the wider community.
20. To undertake any other reasonable duties as directed by the Nursery Coordinator.
21. To support during teacher absences and to provide cover where needed.
22. Teach children according to their needs, including setting and marking of work. Regularly assess, record and report individual development, progress and attainment of pupils.
23. Maintain pastoral notes on the school management system.
24. To take shared responsibility, with the other members of the Nursery team, for displays and resources in the Nursery and around the Pre-Prep.
25. Support staff during Pre-Prep and Sandroyd events such as Book Week, Nativity, Sponsored Bike Ride and the Showcase.
26. Attend school both before the start of term and after the end of term for Inset, planning meetings etc.
27. Communicate in a positive yet factual manner with parents, both formally (parents' consultations) and informally (daily arrival/departure)
28. Accompany children on activities outside the classroom led by other teachers e.g. games/P.E. and swimming
29. Organise outings/visitors beneficial to children's development; drive the school minibus or school cars on outings

PASTORAL CARE

1. Communicate with the Head of the Pre-Prep any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any child at Sandroyd and the Pre-Prep.
2. Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
3. Report accidents and any near misses to Sister/ Bursar as well as the Head of the Pre-Prep

PROFESSIONAL STANDARDS

1. Periodically review own teaching methods, plans and outlines of work.
2. Undertake regular supervision sessions with the Head of the Pre-Prep.
3. Undertake lesson observations as directed by the Head of the Pre-Prep.
4. Attend all relevant staff meetings, as well as INSET.
5. Support and maintain loyalty to the School at all times, both during and outside school hours.
6. Help develop the School's ethos, aims, values and standards.
7. Attend School functions as requested – including parent/teacher meetings.
8. Be punctual for all sessions and meetings.
9. At all times set a good example to pupils by following the guidance in the Staff Handbook and reinforced in the Policy File.
10. Ensure that the standard of dress for work is in accordance with our school policy.
11. Ensure that rooms are tidy at the end of each lesson.
12. Read and understand the school's Child Protection Policy, Anti-Bullying Policy, Code of Conduct and Staff Handbook.
13. Ensure that all pupil activities are carried out in a safe manner, that all risk assessments are completed for identified hazards and control measures are put in place to reduce risks to an acceptable level.

The post-holder is initially responsible to the Head of the Pre-Prep and ultimately to the Headmistress for the fulfilment of these duties.