**Job Description: Nursery Practitioner NVQ L3**

**Hours:** 36 hours per week Term Time Only (39 weeks a year)

**Contract:** Permanent

**Salary:** Ark Schools Band 3 Point 2-5

Actual – £20,405 - £21,323 (£23,723 - £24,790 FTE)

**The Role**

* To provide and ensure a high standard of physical, emotional, social, and intellectual care for all children
* To ensure all children are safeguarded and their welfare and safety is promoted and paramount
* To provide a stimulating, warm, friendly and enabling environment in which all children can thrive, play, learn, and develop
* To have the skill, creativity, commitment, energy, and enthusiasm required to deliver excellent provision for all children

**Key Responsibilities**

* To promote the aims, objectives and values of our school and nursery
* To promote the high standards of the nursery at all times to parents, staff, and visitors
* To read, understand, and adhere to all policies and procedures within the nursery
* To work collaboratively as part of the EY team and wider staff team
* To be vigilant and follow the nursery safeguarding procedures to ensure all children are kept safe, well, and secure at all times including maintaining of resources and site safety
* To ensure the provision of high standards of physical and emotional care
* To work in partnership, developing positive and professional relationships with families and parents / carers
* To plan and implement a range of activities for your allocated key group to ensure the physical, intellectual, emotional and social needs of each child are effectively met in accordance with our curriculum
* To regularly monitor and evaluate the activities to suit each child's individual development needs
* To work closely with the SENCO and other staff to effectively meet the needs of children with SEND
* To keep records of your children’s development and share these with parents and carers, ensuring all record keeping is up to date and accurate
* To prepare materials, equipment and resources for the start of each session and clear away at the end
* To undertake general domestic duties within the nursery
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times
* To attend sensitively to the physical needs of the children, including personal care such as washing and changing children when required
* To ensure poorly children are tended to, provide appropriate first aid and ensure parents/carers are appropriately informed in a timely manner
* To facilitate and ensure mealtimes and snack times are pleasant, social experiences
* Work professionally in partnership with the Local Authority, Ark and other external agencies as required
* Participate fully in team meetings, supervision and training
* To work flexibly and provide cover when required
* To undertake any other duties as determined by your line manager or SLT

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark data protection and confidentiality rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy
* Work with colleagues and other nurseries and schools in the Ark network, to establish good practice, offering support where required

**Person Specification L3 Nursery Practitioner**

E – Essential D - Desirable

**Qualifications**

Level 3 Diploma in Early Years Education and Care E

First Aid Qualification D

**Knowledge, Skills and Experience**

* Experience of working with children in a nursery E
* Knowledge of EY curriculum and child development E
* Knowledge and experience of working with children with SEND and EAL D
* Knowledge and experience of social, emotional and mental health needs including attachment and trauma in young children D
* Experience of and passion for outdoor learning D

**Behaviours**

* Genuine passion for and a belief in the potential of every child and enthusiasm for role
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every child should have access to an excellent education regardless of background
* Passion and commitment to inclusion
* Commitment to relational practice – our relationships with the children, each other, parents and carers is at the heart of all we do
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure and resilient
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all children
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check.*

*You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.*

*Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.*

*We aim to build a diverse and inclusive organisation where everyone – staff and children – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.*