

# The Avenue Nursery & Pre-Preparatory School - Job Description



## POST: EYFS Nursery Practitioner

### Job Purpose

To carry out the professional duties of an EYFS Nursery Practitioner as circumstances may require and in accordance with the school's policies under the direction of the Lead Nursery Teacher, Principal and Head.

### Areas of Responsibility and Key Tasks

#### Planning, Teaching and Class Management

To assist in the planning and preparation of daily activities in conjunction with the EYFS Teachers.

- Assist in identifying teaching objectives and assessments.
- Assist in setting tasks which challenge children and ensure high levels of interest.
- Assist in providing clear structures for lessons maintaining pace, motivation and challenge.
- Use a variety of teaching methods to ensure children acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Assist in assessing, recording and reporting on the children's development, progress and attainment.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality and behaviour.
- Attend a daily staff briefing each morning and attend & contribute in full staff meetings when required.
- Assist in maintaining classroom displays to a high standard.
- Participate in childrens' outings offsite where appropriate.
- Assist in the supervision of pupils when in the playground.
- Participate in gate duties according to the rota.
- Be aware of and make provision for children who may have additional needs, be very able or who have EAL.
- Endeavour to give every child the opportunity to reach their potential.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality and behaviour.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, including the correct use of spoken English (whatever your specialist subject)
- Attend the daily staff briefing each morning and attend EYFS and Pre-Prep staff meetings when required.
- Mark the class attendance registers on the schools MIS.
- Undertaking playground and lunch duties as required.

#### Monitoring, Assessment, Recording and Reporting

Assist the EYFS teachers in the following areas:

- assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Use the School Assessment Tool, Tapestry to inform parents on a regular basis of their child's progress.
- assessing and recording children's progress and keep records of their work;
- Undertake assessment of children using PIPs, collating results.

- Assist in preparation of reports for parents by affording accurate and timely feedback where appropriate to the Pre-Nursery Lead.
- Establish and maintain positive, courteous relationships with parents and colleagues.

### **Safeguarding, Pastoral Duties, Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards, consistently and fairly.
- Manage class effectively using approaches which are appropriate to pupil's needs in order to inspire, motivate and challenge pupils.
- Be a positive role model and demonstrate consistently the positive attitude, values and behaviour, which is expected of pupils.
- Promote the general progress and well-being of individual children.
- Have high expectations of behaviour, promoting self-control, and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocols/procedures.
- Alert appropriate staff to problems experienced by children and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with the schools Designated Safeguarding Lead (DSL), parents of children and persons or bodies outside in line with the school's Safeguarding Policy.
- Contribute to PSHE and British Values and Citizenship.
- Contribute to the preparation of Action Plans and progress files and other reports.

### **Team working and Collaboration.**

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Liaise and consult with colleagues in the school and maintain a high degree of professionalism in all dealings with colleagues and Parents.
- Establish cordial working relationships to provide an effective and harmonious team, setting a good example through personal and professional conduct.
- Cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the school and children.

### **Professional development:**

- Evaluate one's own teaching critically to improve effectiveness.
- Regularly review the effectiveness of your teaching and assessment procedures, and its impact on pupil's progress, attainment and well-being.
- Be responsible for improving your teaching through participating fully in training and development.
- Undertake to complete the mandatory online training as required by the school's induction procedure with regard to your continuous professional development.
- Attend mandatory Inset Training days and participate in fire drills.
- Attend annual appraisal.
- Noting opportunities identified by the school as an outcome of your appraisal.

## Other Professional Requirements

- Read and fully comply with the staff handbook.
- Respect and understand the need for confidentiality within the school and within the outer community.
- Regularly read and fully comply with school policy documents (accessible through school website)
- Respect and understand the need for confidentiality within the school and within the outer community.
- Operate at all times within the stated policies and practices of the school.
- Attend and take part in annual Open Evening, Curriculum Meetings, New Parents Evening, School Summer Picnic and Termly Parent Consultation Evenings, Staff meetings and other social events if required. Some of these may occur on a Saturday.
- Undertake duties before, during and after school as required including attendance at school functions.
- Endeavour to give every child the opportunity to reach their potential.
- Cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the school and children.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*

**Signed:**

**Dated:**

# The Avenue Nursery & Pre-Preparatory School



## Person Specification for all Teaching Appointments

In making an appointment at the Avenue Pre-Preparatory School and Nursery we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post.
- has a sound knowledge and understanding of, and be able to comply with, the Early Years Foundation Stage Statutory Framework (EYFS)
- has good interpersonal and communication skills with pupils and colleagues.
- has good listening skills and respect for all pupils.
- has the ability to motivate pupils.
- has the ability to generate enthusiasm for the work of the department.
- can demonstrate high standards in the necessary professional competencies required of teachers:
  - classroom management.
  - assessment, recording and reporting children's progress.
  - Knowledge and experience of Tapestry is an advantage.
  - Key worker experience desirable.
  - teaching effectively throughout age and ability range.
- has confidence to contribute their own ideas and initiatives to the philosophy of the school.
- has personal 'presence', warmth, sense of humour, maturity, approachability.
- is willing to be involved in the wider activities of the school and go that extra mile.
- has a practical understanding of administrative demands.
- has a commitment to personal and professional development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.