



Job Title:– Early Years Practitioner

School: Wheatley Nursery School

Grade: G8

39 weeks a year

Hours: 33.25 hours

Monday to Friday 8.30-3.30pm. One day until 4.15pm to attend staff meeting

Job Type: Permanent

Responsible to: Headteacher

Wheatley Nursery School is federated with Headington Quarry Nursery School, the main place of work would be Wheatley Nursery School but you could be asked to work at Headington Quarry.

### **MAIN PURPOSE OF THE JOB**

To work as part of the team to provide a stimulating, caring, inviting environment for young children and a welcoming and supportive atmosphere for parents/carers in accordance with the school's ethos and procedures. To work with the team to provide good quality inclusive care, education and play opportunities for 2 – 5-year-olds. This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.

### **MAIN DUTIES:**

- To work with the team to provide a programme of care, education and play opportunities with the nursery environment for children 2 – 5 years which fosters children's growth, self-esteem and independence
- To work to the EYFS framework requirements
- To contribute to the planning, delivery and evaluation of daily activities and to keep clear records of these
- To be involved in the development and implementation of relevant nursery policies.
- To promote team working and supportive practice
- To be a key worker for a group of children, recording and observations, keeping up to date profiles of the children's development and progress working in partnership with parents, schools, and other team members
- To communicate effectively with parents and carers of the children in the nursery
- To attend team meetings as required
- To be aware of child protection policy and procedures
- To respect the confidentiality of information received
- To attend in service training for professional development as agreed with the teacher/ headteacher
- To undertake such other duties as may reasonably be required by the room

leader/teacher/headteacher

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable.

**SPECIAL REQUIREMENTS:**

- Satisfactory enhanced Criminal Records Bureau disclosure
- Ability to occasionally attend meetings/events outside normal hours of work for this post
- Physical: Ability to move equipment/small items of furniture when setting-up/clearing play area
- Equal opportunities: Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services

**SELECTION CRITERIA**

Job Title: Teaching Assistant, Grade 8

**ESSENTIAL CRITERIA**

- An understanding of learning through play
- Ability to recognise and respond to children's individual needs, interests and development
- Ability to form positive relationships and to communicate effectively with adults and children
- Willingness to work cooperatively with the rest of the staff team
- Ability to take initiative as and when appropriate
- Good standard of numeracy and written and spoken English
- Commitment to equal opportunities and provision that responds to each individual child and family

Educational achievements, Qualifications, Training and Knowledge

- Knowledge and understanding of the Early Years Foundation Stage

**EXPERIENCE:**

- Experience of working with 2-5 year olds, and providing high quality learning and play opportunities that meet their developmental needs
- Experience of working as part of a team.

**JOB RELATED APTITUDE AND SKILLS FOR THIS POST:**

- Effective communication skills, with the ability to inform, inspire and motivate children and staff,  
and provide oral/written feedback to school, professionals and parents/carers
- Ability to use own initiative, problem-solve and make efficient use of resources
- Ability to ensure that the rights of children and adults are respected and promoted, and that discriminatory attitudes, behaviour or practices are challenged

**PERSONAL QUALITIES:**

- Commitment to own professional development and that of colleagues.
- Ability to maintain confidentiality

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