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**BARNFIELD PRIMARY SCHOOL**

**EARLY YEARS EDUCATOR / NURSERY NURSE**

**Job Description:**

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| **Job Title:** | **Early Years Educator/Nursery Nurse** |
| **Grade:** | **G** |
| **Salary:** | £33,957 - £37,443 Pro Rata  |
| **Reports to:** | **EYFS lead / Assistant Head**  |

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**Purpose of the role:**

In line with school policies and procedures and in collaboration with team colleagues, provide high quality care and education by implementing the Early Years Foundation Stage and in accordance with Every Child Matters framework.

**Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out. This list is not exhaustive.

In collaboration with a team and under the overarching supervision of the class teacher: -

* Work as a member of a team, contributing to the planning, preparation, delivery and evaluation of learning experiences that will enhance children’s physical, intellectual, emotional, social and moral development. Foster children’s independence, self-reliance and social skills.
* Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning and development opportunities. Implement the School’s Equal’s Opportunity Policy and work actively to overcome discrimination and stereotyping. Promote the inclusion of all children and provide an environment that allows for consideration of the children’s ethnic, cultural, linguistic backgrounds and gender.
* In collaboration with team colleagues be responsible for completion and collation of documentation related to children within the class – this could be manually or electronically dependent on school.
* Support new children and their parents/carers upon admission into school and in the transition between nursery and school.
* Support children with additional needs by contributing to Education Health and Care Plans as appropriate, and by contributing to reviews and case conferences and working in co-operation with other agencies.
* Implement agreed learning activities for individuals and groups of children, based on Development Matters in the Early Years Foundation stage (EYFS).
* Monitor and evaluate children’s progress, development, attainments and responses in respect of learning activities, through observation, assessment and recording of attainment against pre-determined learning objectives in the EYFS and with reference to the school’s policies and Ofsted regulations.
* Plan and evaluate daily, weekly and each term to meet the needs and interests of children, including those with additional needs. Plan, prepare and implement individual and group activities.
* In collaboration with the class teacher, take responsibility within the team for the “key person” role of a child or group of children, as defined by the EYFS. This involves planning, evaluation, observation, assessment, report writing, record keeping and attending meetings, case conference reviews, consultation with parents/carers etc.
* To take responsibility for the learning environment completing the register and running of the classroom as appropriate.
* Provide short term cover, such as during Teacher PPA time, in accordance with the statutory framework for EYFS.
* Contribute to the maintenance and development of a curriculum resource area/focus.
* Take small groups of children out of setting to develop their interests in their local environment in line with school policy and national guidance.
* Undertake the personal care of children as necessary (including the changing of nappies/soiled clothing for which parental/carer permission has been granted) which may also require the carrying out of basic medical procedures and/or administering of first aid for which training will have been provided.
* Provide a model of best practice in Early Years education for visiting professionals from within and beyond the local authority including other authorised agencies. May also deliver training within own and/or to other early years settings, workshops etc.

**Promotion of Organisational Values**

To ensure that pupil care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**SAFEGUARDING CHILDREN**

Barnfield Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the

Statement of Conditions of Employment. The duties of this post may vary from time to time without

changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the School and to carry out such other duties as may reasonably be assigned by the Head.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.