

Role Profile: Early Years Key Person

Purpose

North Bridge House Nursery and Pre-Prep are happy, caring, and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child. Our Key Person assist in promoting the education, welfare, and personal care of pupils, having regard to the aims and objectives of North Bridge House Nursery and Pre-Prep policies.

Key Accountabilities

Relationships

The post holder is responsible to the Headteacher. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with pupils, parents, and staff.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality, and attendance.
- To attend events, including Summer Fair.
- To attend INSET days and participate in training and other learning activities and performance development as required.
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities

- To be responsible to the Headteacher
- To assist in promoting the education, welfare, and personal care of pupils, having regard to the aims and objectives of North Bridge House Nursery and Pre-Prep policies. Welfare and personal care may include changing nappies and soiled clothing.
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare.
- To undertake lunchtime and break-time duties as required for the day to day running of the school.
- To maintain good relations with pupils, parents and teaching and non-teaching staff.
- To participate in meetings at the school which relate to the curriculum and organisation of the school and the pastoral care of the pupils.
- To attend events, including Summer Fair. Other events may include Parents' Evenings, information evenings and Parents' Association events.
- To attend staff meetings and INSET days.
- To assist the class teacher with planning, preparation, and delivery of lessons.
- To take responsibility for a key group of children and maintain their individual profiles
- To maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the school premises.
- To assist in ensuring that the classroom is an organised, lively, stimulating, and safe learning environment.
- Review of the post, as may be required from time to time by the Head of School (subject to the terms of the post holder's contract of employment)
- To participate in arrangements made for appraisal.
- To undertake additional duties as required by the Headteacher.

The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Headteacher (subject to the terms of the post holder's contract of employment)

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A relevant qualification in Childcare and/or Education	
Skills	<ul style="list-style-type: none">• Knowledge and understanding of child development and the ways in which children learn.• A commitment to the provision of high-quality childcare• A positive approach to inclusive practice, with children and colleagues• Ability to help professional staff to achieve their objectives.• Confident in the supervision children and adhere to defined behaviour management policies.• Demonstrate a good understanding of child safeguarding arrangements.	
Experience	<ul style="list-style-type: none">• Experience of working with young children, perhaps as a parent or voluntary worker	
Other		

COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

Key Stakeholders:

Reporting to Headteacher

Internal – Pupils, Colleagues, Parents

External – Cognita, Inspectorates, Parents, Peri Teachers

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: