

Nursery Practitioner

Location: Colchester Prep &
High School

Function/Department: Nursery School

Reporting To: Head of Early Years

COGNITA

What you'll be doing

Role purpose

The role of Nursery Practitioner is a central role within our small team and for someone who can support in providing a positive, safe, secure, and stimulating learning environment for our pupils from 2 years of age and who has a sound knowledge and understanding of the Early Years.

Key responsibilities

- Contribute to the provision of a safe, well maintained and stimulating play and learning environment establishing positive routines and high standards of daily care.
- Attend to all aspects of children's Health and Well-being.
- Follow Early Years and Colchester Prep and High school guidelines, policies and procedures for safeguarding children.
- Assist the Nursery Manager in the planning, observations and assessments, maintaining records of progress and developing a professional working relationship with parents/carers, children and staff. Ensure the children's Learning records are kept up to date.
- To familiarise self with Early Years Policies and Procedures and use them within daily routine. To familiarise self with Colchester Prep & High School policies and procedures.
- Help set up the rooms for the daily routine and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
- Attend internal and external meetings and training courses and parent's evenings as necessary, to ensure the successful delivery and development of the Nursery.

What you will be doing

Colchester Prep & High School provides a modern and innovative education, and we seek to employ those who will bring outstanding talent, intellect, enthusiasm, and creativity to our classrooms.

The ideal candidate will be a reflective and inspiring Nursery Practitioner who:

- Must have an affinity with the core values of the school.
- Must be able to work well under pressure, having the ability to adopt a flexible approach to working and support other areas of the school when required. They must be able to take both a strategic overview and hands-on approach, managing multiple levels of demand from multiple sources.
- Proven experience within an EYFS setting.
- An excellent knowledge of current safeguarding regulations and best practice.
- Organised and resourceful, with excellent administrative skills, in particular an eye for detail especially with regards to preparation of documents for Inspections and Audits.
- Proactive and intuitive.
- Is able to demonstrate empathy and is comfortable in dealing with sensitive and difficult situations in a calm, authoritative and constructive manner.
- Shares the school's vision for education and has a commitment to the same ethos, values, and strategic priorities as Colchester Prep & High School.
- Has a willingness to be involved in the wider life of the school through commitment to the co-curricular and pastoral programme
- Demonstrates a solid understanding of, and commitment to working within the principles of equality, diversity, and inclusion.
- Contribute to the high-quality care and learning experiences we provide here at Colchester Prep & High School Nursery.
- Has strong interpersonal skills and can build professional relationships and collaborate with a wide range of people including staff, parents, and pupils
- Is motivated to develop a culture of excellent teaching and learning by sharing good practice and participating actively in continuing professional development
- Demonstrates good ICT competence and a willingness to use new technologies for teaching and learning.
- Is team player who shows a positive attitude, works well with colleagues, and offers constructive suggestions for school improvement. Is a good role model to other colleagues.

Safeguarding Responsibilities

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

What you'll bring

Essential	Desirable
Skills • Being reactive and proactive to children who learn and respond in different ways. • Excellent communication skills • To be able to promote good practice and be willing to share this with others. • Efficient in Microsoft Office	Skills • An ability to work as part of a team. • A sense of humour and a can-do attitude
Qualifications • Level 3 in Early Years and Childcare (or equivalent) is essential • Any applicants who completed their qualification after September 2014 MUST have a GCSE grade C (4) or above in Maths and English. • Knowledge and understanding of the EYFS is essential	Qualifications • First Aid qualification including paediatric
Experience • Proven track record of work within the Nursery setting.	Experience

Key Stakeholders you'll be working with

- Internal: Head of EYFS, Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils
- External: Parents, and other external agencies as required

To be signed and dated by employee:

Signed:

Name (print):

Date:

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