

Job Description & Person Specification

Job Role:	Nursery Practitioner
Job Family:	Teaching & Learning
Job Department:	Teaching & Learning
Responsible to:	Nursery Manager
Line Manager:	Deputy Nursery Manager
Salary/Grade:	A Grade
Appointee Name:	
Appointee Signature:	
Date Signed:	

All Aboard Nursery is a special nursery where all children attending will have an identified special need. An All Aboard Nursery Worker will contribute to the work of the Nursery endeavouring at all times to ensure the best possible outcomes are achieved for young children affected by social communication and interaction difficulty (SCID) including autism (ASD)

Key accountabilities, duties and responsibilities

- To work as part of a team, under the direction of the Nursery Manager /Deputy Nursery Manager.
- To provide a secure, happy, caring and safe environment in which the emotional, physical, social and intellectual needs of children who have a core presenting difficulty with social communication and interaction (SCID).are met.
- To support the Nursery Management team to deliver effective programmes of support for young children affected by ASD/SCID in accordance with spirit and aspiration of the Brunel Academies Trust, all relevant legislation, local authority and OFSTED requirements.
- Nursery Workers have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with .
- To plan activities and experiences with support from senior staff
- To be familiar with and work within the EYFS principles, curriculum and welfare requirements
- To supervise children in all areas and routines of the setting
- To adhere to parents/carers wishes with regard to the care of children's individual needs, in line with policies and good child care practice
- To ensure that accurate observations, assessments and other records are maintained and accessible to parents/carers and children.
- To support and participate in initiatives and developments within All Aboard Nursery
- To understand and be sensitive to the children's ethnic and cultural background and to promote a sense of identity and worth for each child, working closely with parents/carers as appropriate.
- To liaise with parents/carers to ensure effective communication and parent partnership.
- To ensure care of All Aboard Nursery rooms, equipment and kitchen and other shared ARC facilities ensuring that all areas are maintained, clean and tidy.
- To undertake certain light domestic duties as circumstances demand
- Attendance at appropriate staff meetings, training and parents meetings/social support groups

- To participate in appraisal processes and to undertake personal professional development and training as appropriate.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school and promote the agreed vision and aims of the
- To set an example of personal integrity and professionalism
- Be actively involved in promoting best practice and providing good professional expertise and practice.
- Where required, provide demonstration of work to students, trainees and volunteers.
- Perform any other duties as commensurate within the level of the post in order to ensure the smooth running of All Aboard Nursery

Supplementary Accountabilities

- Undertake any other duties within the scope of the post as required.
- Maintain a flexible approach to the work of the nursery and the wider ARC/ASC Service operation in response to the needs of children, families and staff.
- Carry out all responsibilities and duties of the post with due regard to the Brunel Academies Trust Equal Opportunities policy.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Education Provision and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Education Provision premises and those where Education Provision services are provided.

This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Hold a full and relevant Early Years Level 2 or 3 qualification • Willingness to undertake training to achieve Paediatric First Aid Qualification • Willingness to undertake training to achieve Food Hygiene Certificate 	<ul style="list-style-type: none"> • Hold paediatric First Aid qualification • Hold Food Hygiene Certificate
Knowledge & Experience	<ul style="list-style-type: none"> • Excellent working knowledge of the Early Years Foundation Stage, Ofsted Regulations • Have an awareness of Health and Safety legislation, Equal Opportunities, Safeguarding & promoting the welfare of children and young people • Significant experience working with children in Early Years who have SEND including ASD /SCID. • Significant experience in a nursery environment. 	<ul style="list-style-type: none"> • Demonstrate an up to date knowledge of current thinking in developments in Early Years • Have experience/qualification in Communication Boards and PECS • Have experience of children having meltdowns and knowing how to manage these. • Have experience/qualification in Signalong
Skills & Abilities	<ul style="list-style-type: none"> • Have excellent organisational and time management skills • Be able to work as a team • Proven ability to identify children's learning and keep up to date records • Proven ability to use observation and assessment to support curriculum planning 	<ul style="list-style-type: none"> • Demonstrate an awareness of the issues faced by children with social communication and interaction difficulties up to date knowledge of current thinking in developments in Early Years
Personal Qualities and Commitment	<ul style="list-style-type: none"> • Have a professional attitude and manner • Be honest, reliable, flexible with high levels of motivation and enthusiasm. • To use your Initiative in situations as they arise • Have a calm and caring nature • A good sense of humour 	