

Comper Nursery School Early Years Professional (Level 3)

Level 3 Job Description

Teaching and Learning Responsibilities

- ❖ To strictly adhere to the Early Years Foundation Stage Curriculum and any other statutory requirements relating to Early Years
- ❖ Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning and promotes their independence and self esteem
- ❖ To contribute to the planning and preparation of activities (This will mean a commitment to attend planning/staff meetings)
- ❖ To read and understand any lesson plans that have been written by the class teacher and deliver the learning as directed
- ❖ To be responsible for a number of key children as agreed by your line manager, planning for and delivering small group activities and interventions to your key group and other small groups when necessary
- ❖ To cover the teacher in their absence, taking on the lead practitioner responsibility, supervising the children and directing the work, where relevant, of other adults in the setting
- ❖ To carry out observations and assessments in line with Nursery policy and use these to ensure there is a record of children's development
- ❖ To support children with special needs in mainstream classes ensuring a highly inclusive classroom environment and curriculum
- ❖ To encourage children's learning in both English and their home language
- ❖ Use effective behaviour management strategies consistently in line with the school's policy and procedures
- ❖ To be responsible, for activities and learning environments, both indoor and outdoor, and to plan, prepare and resource with appropriate materials (this may include plants and animals)
- ❖ Take responsibility for allocated display spaces as agreed with the team
- ❖ To share responsibility for feeding children, changing their clothes and taking them to the toilet as necessary
- ❖ To share responsibility for the laundry and storage of spare clothes, towels, etc.
- ❖ To assist in specified programmes, e.g. exercises or using special equipment
- ❖ To provide comfort for sick children and to administer First Aid as appropriate
- ❖ To administer medication, when necessary, in accordance with Nursery and County policies
- ❖ To have a good level of digital competence

Working with staff, parents/carers and relevant professionals

- ❖ Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- ❖ Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

- ❖ Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning informally and through termly formal parent's meetings
- ❖ With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- ❖ Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- ❖ Collaborate and work with colleagues and other relevant professionals within and beyond the school
- ❖ Develop effective professional relationships with colleagues

Health and safety

- ❖ Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements
- ❖ Observe pupils and the environment and take action to minimise any identified health and safety risks
- ❖ Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- ❖ Record details of incidents in line with the school's reporting procedures
- ❖ Be aware of and support pupils with medical/dietary needs
- ❖ Promote the school's policy around healthy eating to pupils
- ❖ Feedback concerns relating to pupils' health and safety to a senior member of staff

Professional development

- ❖ To attend INSET training days and/or twilight sessions as agreed with the Headteacher
- ❖ Keep their own knowledge and understanding up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- ❖ Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- ❖ Take part in the school's appraisal procedures
- ❖ Line manage up to two unqualified support staff

Safeguarding

- ❖ Ensure pupils physical and emotional wellbeing while in your care
- ❖ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- ❖ Promote the safeguarding of all pupils in the school

Other areas of responsibility

- ❖ Undertake training required to develop in the role
- ❖ Read and strictly adhere to school policies and follow the staff code of conduct.
- ❖ To work according to the Nursery and County Policies for Equality of Opportunity, promoting positive behaviour and attitudes generally, and particularly towards people in non-stereotypical gender roles, of other cultures and with disabilities.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Level 3 Person Specification

Criteria	Qualities
Qualifications and training	Level 3 Early Years NVQ or equivalent qualification
	Pass in English and Maths GCSE or a pass in an equivalent qualification
	First Aid Training or a willingness to complete it
Experience	Experience working in a school environment or other educational setting
	Experience working with children / young people
	Experience planning and delivering learning activities to small groups and a whole class when covering for the class teacher
	Experience of being responsible for key children or an strong understanding of the principles behind the key child approach
Skills and knowledge	Good literacy and numeracy skills
	Good organisational skills
	Ability to build effective working relationships with pupils, colleagues and parents
	A good understanding of how to adapt individual children's learning to meet their needs
	A good knowledge of the EYFS curriculum and the role of a Level 3 Practitioner, and ability to apply this effectively in supporting teachers and pupils
	Excellent verbal and written communication skills
	A good level of digital competency
	Knowledge of guidance and requirements around safeguarding children
	Understanding of roles and responsibilities within the classroom and whole school context

	Knowledge of how to successfully lead learning activities for a group or class of children
	The ability to remain calm under pressure and to be flexible in your approach to your work
Personal Qualities	Passionate about working with children under 5
	Sensitivity and understanding, in order to build strong relationships with children under 5.
	Trustworthy - a commitment to confidentiality about sensitive and personal information of our families
	Resilient, positive, forward looking and enthusiastic about making a difference
	Flexible and able to cope with change
	Capacity to inspire, motivate and challenge young children
	A good team player that is also able to take a leadership role
	High levels of initiative
	A good sense of humour