



United Synagogue Job Description

JOB TITLE:	Nursery Practitioner (NVQ Level 3 or equivalent qualification)
DEPARTMENT:	Babyish
LOCATION:	Temporary location at St John's Wood Synagogue
BENEFITS:	20 days holiday, plus Statutory Bank Holidays Childcare Vouchers Stakeholder Pension
SALARY:	Dependent on experience
REPORTS TO:	Day Care Manager who reports to the Governing Body
HOURS:	Flexible

MAIN PURPOSE OF JOB

To work as part of the day care team under the direction of the Manager to provide safe, loving, high quality care for children aged between 3 months to 2.5 years.

NATURE & SCOPE

The Nursery practitioner will support the Manager in the planning and implementation of the curriculum and prepare the necessary resources, materials and equipment required. The role will require the job holder to work with and have collective responsibility for small groups of children as directed by the Manager. Furthermore, the job holder will build the credibility of the day care centre in order to empower management and staff to fulfil their roles effectively.

DIMENSIONS & LIMITS OF AUTHORITY

- To ensure that children are given the appropriate level of support stimulation to ensure that all areas of the EYFS are covered
- To help create a warm and informative Jewish environment that supports the day-care's ethos

- To keep information obtained regarding the children, their families or other staff which is learned as part of the job strictly confidential
- To advise the Manager of any concerns relating to a child, parents or the safety of equipment, whilst preserving confidentiality at all times
- To attend training courses, where deemed appropriate by the Manager including those outside of day-care hours
- To attend all relevant INSET sessions, staff and governors meetings and open evenings. Some of these may be outside of day-care hours

DUTIES & RESPONSIBILITIES

Understands and delivers a programme that leads to organisational success.

- To help prepare and fully set out the day-care space before the children arrive and tidy it up after they leave
- To take responsibility for the general welfare of children e.g. changing nappies, mealtimes and the supervision of indoor and outdoor play
- To deal with children in a caring and loving way by taking a sympathetic and reassuring approach at all times
- To comply with all aspects of the day care centre's health and safety policy and inform the Manager of any matters that may have arisen during the working day
- To foster and maintain appropriate working relationships with colleagues peers and parents in all aspects
- To contribute towards an attractive and stimulating educational environment for the development of children in line with the EYFS
- To support the first aider and look after sick children in consultation with the Manager
- To attend educational visits at the request of the Manager
- To help the children improve their people social skills and provide the appropriate credible professional advice as and when required
- To assist with the evaluation of the programme in as part of an evaluation team to ensure the effectiveness of the day care centre
- To assist with regular observations and assessment of the children and to meet with parents together with other team members to discuss the progress of the children
- Ensure records are kept up to date on both computerised and paper filing systems

Quality and operational standards

- Ensures that work that is produced is of a high standard and meets the day-care's key performance indicators
- Report on key performance indicators to the day care Manager as required.
- Provide metrics for reporting to Governors and supporting managers in the planning process

Builds the credibility of the day care centre to empower staff and managers to fulfil their roles effectively

- Share with others and communicate success stories
- Personally demonstrate the organisation's values building trust with managers and staff within the day care centre and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

Generic

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- You will be expected in undertaking the above role to comply with any policies and procedures that the day care centre may issue
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development
- Act as an ambassador for the United Synagogue

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975.

PERSON SPECIFICATION

Criteria	Essential	Desirable
NVQ level 3 or equivalent experience		□
Substantial experience working with children aged 6 months - 2.5 years	□	
Experience of learning and development		□
Managing professional relationships with managers and employees at all levels	□	
Excellent communication and interpersonal skills	□	
Excellent team player. Proven experience as a proactive team member contributing to the success of the wider team and organisational goals.	□	
To be available for appropriate training as required	□	
Knowledge of the Jewish community and practices		□
Empathy with The United Synagogue's mission and purpose		□