



## United Synagogue Job Description

**Job Title:** Nursery Practitioner/ Nursey Assistant

**Location:** Chigwell and Hainault Synagogue Nursery

**Working hours:** P/T 15 hours per week (5 Mornings) Mon - Fri

The core hours are during term time only but there is requirement to attend staff meetings and training and events at other times

**Annual Salary:** Dependent on experience

**Reports to:** Manager and Deputy Head

### 1. MAIN PURPOSE OF JOB

To work as part of the Pre-School Nursery team under the direction of the Manager to provide a safe, high quality standard of physical, emotional, social and intellectual care for children placed in the setting, thereby effectively delivering the EYFS.

### 2. NATURE & SCOPE

The role will require the job-holder to work with and have collective responsibility for small groups of children (Key Children) as directed by classroom leader and support the two-year-old assessments. In addition, build the credibility of the Nursery in order to empower management and staff to fulfil their roles effectively.

The Nursery Practitioner will:

- Support the ethos of the Jewish religion at the Nursery
- Have a deep understanding and knowledge of EYFS
- Recognise and meet at all times the needs of the child and their family as individuals and work closely with Key Children parents/carers
- Maintain Learning Journeys
- Give input and support the weekly planning of the curriculum

- Plan with staff for both the indoor and outdoor environment to provide a positive context for teaching, learning, providing experiences that are challenging but achievable
- Implement and prepare the necessary resources, materials and equipment required before the start of Nursery each morning

### **3. DIMENSIONS & LIMITS OF AUTHORITY**

- Keep information obtained regarding the children, their families or other staff, which is learned as part of the job strictly confidential
- Advise the Managers of any concerns relating to a child, parents, member of staff, safety of equipment, whilst preserving confidentiality at all times
- Attend training courses deemed appropriate by the Managers including those outside of kindergarten hours, and share knowledge gained with other staff
- To attend all INSET sessions, staff meetings, parents' meetings and Nursery training courses both on-line and in Essex County Council selected venues

### **4. DUTIES & RESPONSIBILITIES**

**Understands and delivers a programme that leads to organisational success**

- Provide high quality care and activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment
- Interact with and support children in a positive way to foster their enthusiasm for learning
- To deal with children in a caring and loving way by taking a sympathetic and reassuring approach at all times
- Assist with the evaluation of the weekly planning with the Managers to ensure the effectiveness of the Nursery
- Help prepare activities both inside and outside the Nursery, which encourages creativity, development, co-ordination, independence, self-expression and learning through play
- Tidy up with the children as and when necessary during the course of the morning and tidy it up after they leave
- Make daily observations on focussed children (look, listen and note)
- Monitor, assess, record and report on key children's development and progress
- Ensure your key children's files are kept up to date with observation child sheets, and photographic evidence to help plan for next steps
- Be familiar with and follow the Early Years Foundation Stage framework for guidance in your practice with children
- Foster and maintain appropriate working relationships with the children, parents/carers and colleagues in all aspects
- Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery-sharing progress of key children and their learning journals

- Provide the appropriate credible professional advice as and when required to parents/carers of your key children only
- Train immediately as a paediatric first aider
- Be aware of child protection issues and follow the setting's Safeguarding Children policy and procedures
- Ensure close monitoring of children about whom there are concerns
- Work in partnership with other early years professionals and outside agencies e.g. Essex County Council, PLA, Sen, health visitors, therapists
- Prepare and serve milk, water, fruit snacks and crackers to children, encouraging good nutrition and sociable eating
- Assist children with personal care, including changing nappies, assisting with toilet training and other associated welfare duties
- Carry out on-going cleaning of the Nursery
- Carry out health and safety checks as required to ensure the setting is safe, tidy, clean and secure for children, staff, parents/carers and visitors
- Report when resources run low, including aprons, gloves, art equipment, perishables etc.
- Ensure that no child is ever left on their own
- Be familiar with and comply with the policies and procedures of Chigwell and Hainault Synagogue Nursery, adhering to them at all times
- Display exemplary practice at all times
- Uphold and carry out the duties of the post with due regard to the Nursery Equalities and Inclusion policies
- Co-operate in the implementation of the health and safety policy and ensure that the Nursery's practice and environment meets health and safety standards
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery
- Undertake and lead on additional responsibilities such as ENCo (Equality Named Co-ordinator), Behaviour etc.
- Contribute to planning and evaluation for both the indoor and outdoor environment
- There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required e.g. Lunch Club

## 5. GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organization
- Comply with The United Synagogue's policy and procedures and code of expectations
- 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
- Undertake appropriate training as requested by your line manager
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change
- Any changes will be made in consultation with the post holder and this Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures
- **Due 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**
- **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately**

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience working with children aged 2+	<input type="checkbox"/>	
Qualified to NVQ Level 2-3 or equivalent	<input type="checkbox"/>	
Paediatric first aid certificate		<input type="checkbox"/>
A good understanding and knowledge of Early Years Foundation Stage	<input type="checkbox"/>	
Experience of learning and development	<input type="checkbox"/>	
Excellent communication skills, both verbal and written	<input type="checkbox"/>	
To work in a professional manner and develop effective working relationships with managers, colleagues and Synagogue Representatives at all times	<input type="checkbox"/>	
Proven experience as a proactive team member contributing to the success of the wider team and organisational goals	<input type="checkbox"/>	
Keep all information relating to the Nursery confidential	<input type="checkbox"/>	
Knowledge of Jewish customs and practices		<input type="checkbox"/>
Empathy with The United Synagogue's mission and purpose	<input type="checkbox"/>	

Oct 2018