



TACHBROOK NURSERY SCHOOL

Job Title:	Early Years Educator/ Nursery Nurse
Grade:	Band 1 Step 1 / Band 1 Step 2 (dependent on experience) £27,395.56- £28,245.52
Responsible to:	Head of School
Start Date:	Monday 6 th January 2025

PURPOSE OF JOB:

As an Early Years Educator, you will be responsible for creating a safe, nurturing, and stimulating environment for nursery age children. You will support their physical, emotional, social, and intellectual development, ensuring they are ready for the next stage in their educational journey.

MAIN ACTIVITIES & RESPONSIBILITIES

SUPPORT FOR THE CHILDREN

1. To promote the learning and development of nursery aged children working as part of a team to ensure all round development is fostered
2. To form positive relationships' with all children
3. To provide high quality care and education for the children attending the nursery
4. To participate in curriculum planning and evaluation taking into account children's prior knowledge, experiences, needs and interests; the processes of early learning; defined areas of learning
5. To assist in planning, organising, resourcing, displays and evaluating the physical space in the nursery both inside and outside, to provide a learning environment that offers intellectual and creative stimuli, supports deep level learning, encourages the development of complex play, recognises and promotes ethnic, cultural and linguistic diversity and fosters children's sense of identity and self esteem

To implement planned learning experiences and interventions with individual children or groups of children as appropriate, ensuring that each child has access to a broad, balanced and meaningful curriculum

6. To foster the children's language development through meaningful and relevant activities that engage them, using questions and talk to develop children's ability to think and express their ideas
7. In conjunction with the school's SENCO to plan and implement SEN support plans for children with special educational needs.
8. To make continuous and focused observations of children involved across the whole provision

SUPPORT FOR THE FAMILY

9. To promote parents involvement in their children's learning and development and to support families by working with others in the team by doing the following:
To be a family (key) worker to a group of children and to coordinate their records working in partnership with the child's parents or carers
10. To share observations and assessments of children progress with parents or carers and encourage their active participation in the process through informal contacts, reviews of learning, regular meetings.
11. Increase parents awareness of the process of early learning through documentation and displays of children's work
12. Participate in dissemination of information about the school system and curriculum organisation in order to help the transition to primary school

SUPPORT FOR THE SCHOOL

13. To work as part of a multi professional team to create a caring and educational environment, promoting the ethos of values of the nursery.
14. To share specialist knowledge with colleagues during informal daily interactions as well as staff meetings.
15. To work at all times within the framework of the nursery.
16. To draw from the expertise and advice of more experienced colleagues and to plan with outside agencies to meet the needs of individual children and families
17. To take on responsibility, mentor and train students on various childcare courses as required.
18. To participate in the general life of the school (termly parties, parent meetings, workshops)

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

WORKING HOURS:

- Monday, Wednesday, Friday 8.45am - 4:00 pm
- Tuesday & Thursday staff meeting and planning until 5.00pm
- 36 hours per week
- Including 1.5 hours per week for PPA

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"Representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

We have a clear commitment to safeguarding and promoting the welfare of children and young people. For candidates that are shortlisted, where appropriate references will be obtained and an online search will be carried out. The successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau). Further information can be found at:

www.gov.uk.