



JOB DESCRIPTION NURSERY PRACTITIONER - KEY WORKER

Job purpose:

This is a fantastic opportunity to join our rated 'excellent' nursery within Copthorne Prep School. As a key worker in the Nursery, you will build a trusting relationship with the children and their parent/carer and play a key role in ensuring the happiness and welfare of the children within a safe and stimulating environment. You will hold a minimum Level 2 EYFS qualification and have previous experience of working in a childcare setting that is 'excellent' or 'outstanding'.

Job title:	Learning Support Assistant - Nursery Key Worker
Reporting to:	Deputy Nursery Manager / Head of Pre-Prep & Nursery
Status:	Permanent
Hours:	40 hours per week, 9.00am-5.00pm, term time only
Salary:	£23,920 FTE (£18,216 pro-rated)
Start date:	December 2023

Other benefits include:

- Free staff hot lunch
- Generous pension scheme
- Free onsite parking
- Employee Assistant Programme (EAP)
- Social events
- 4 x salary life insurance
- Group income protection
- Staff discount on school fees

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety within the School.

Key Responsibilities

- Provide a safe, supportive and caring environment for young children in the nursery.
- Help with planning of daily activities and provide suitable play and learning opportunities.
- Supporting children at mealtimes, sleep times and with personal care.
- Working as a Key worker, you will be responsible for carrying out regular observations and updating their development files/learning journeys.
- The key worker is responsible for a group of children, but as a member of a room the key person is also responsible for all the children in their care and will contribute to room planning.
- Share development progress information with parents and/or carers.
- Carry out all duties associated with looking after your key group and around the daily routine.
- Promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children.
- Develop and maintain professional working relationships with colleagues, parents and other childcare professionals.

- Attend regular staff meetings and further training and CPD as required.
- Help prepare children for their transition to Pre-Prep, including liaison with teachers and transferring relevant information as required.

Person Specification

The successful candidate will have the following essential skills, experience and attributes:

- Minimum Level 2 CACHE in Early Years Foundation Stage (EYFS) or equivalent.
- Previous experience of working within a childcare setting.
- Excellent understanding of the EYFS framework and requirements.
- Knowledge of the statutory legislation concerning health & safety, SEND and safeguarding.
- Paediatric First Aid & Food Hygiene training (or willingness to train).
- Enhanced DBS Police check.
- Competent IT (Microsoft Office; Outlook, Word, Excel) and administration skills.
- Fluent in written and spoken English.
- Able to create a happy, challenging and effective learning environment.
- Able to work effectively as part of a team as well as use own initiative.
- Warm and caring personality – friendly and approachable.
- Able to communicate effectively at all levels.
- Commitment to equal opportunities for all children and families.
- Able to carry out light physical duties to include lifting children and setting up resources.
- Able to demonstrate reliability and initiative.
- A professional attitude and manner.
- Reflect on your practice and look for ways to improve.

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description may be amended at any time following the discussion between the Head of Pre-Prep & Nursery, and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.

Rev: October 2023