

## **JOB DESCRIPTION**

### **Job Purpose**

Under the overall direction of the Nursery Manager and the supervision of Deputy Manager to be responsible for providing quality childcare and education for children attending the nursery. You will also undertake Early Years Initial Teacher Training on an employment-based route and achieve Early Years Teacher Status whilst in post.

### **Main Duties and Responsibilities**

1. To plan and provide educational programmes for the prime and specific areas of learning that support all children to reach their full potential.
2. To support children's learning through high quality interactions with children during child initiated and adult initiated play and activities.
3. To promote an inclusive, enabling environment in which the whole family feels comfortable and relaxed through working in partnership with parents.
4. To act as a key person to a group of children , where you will have special responsibility to ensure that each child's well-being and needs is being met, through working in partnership with parents, maintaining children's learning diaries, planning, and where necessary following any other individual plan.
5. To support children's growth, learning and development in accordance with the Early Years Foundation Stage Framework.
6. To maintain a safe environment for all children and the nursery team at all times, through completing and following risk assessments and Health and Safety procedures.
7. To administer medication to children in accordance with the nursery's medication policy.
8. To follow and actively promote the nursery's policies and procedures and to maintain records, such as register, accident and medicine records, in accordance with the Statutory Framework and Practice Guidance for the Early Years Foundation Stage.
9. To safeguard children from harm in accordance with the Nursery's Safeguarding Children Policy.
10. To carry out any other duties required which are within the scope and grade of the post.
11. To undertake training tasks, assessments and placements as required to ensure successful completion of the Early Years Initial Teacher Training programme and achieve EYTS.

### **Person Specification**

#### **Qualifications/Experience**

##### *Essential*

- GCSEs, grade C (or equivalent) in English, maths and a science subject
- First degree (Level 6) from a UK higher education institution or equivalent qualification

- Professional Skills tests in English & maths (must be successfully completed before the start date of the post)

#### *Desirable*

- NVQ level 3 or equivalent in Early Years
- Experience of working in an early years setting
- First aid qualification
- Forest School experience/qualification

### **Skills & Knowledge**

#### *Essential*

- To be able to comply with safeguarding children procedures
- To be able to maintain an inclusive environment
- Employ care practices that support children to learn and develop effectively, play cooperatively and develop independence
- To be able to comply with health and safety standards and identify and control risks to children
- Develop a thorough understanding of the Early Years Foundation Stage
- A commitment to providing high quality childcare and education
- Develop a knowledge of key person systems and record keeping

#### *Desirable*

- Experience of story making
- Makaton qualification
- Using social media for marketing purposes

### **Personal Qualities**

#### *Essential*

- Excellent communicator, including being able to listen and respond to children and their parents
- Highly organised with the ability to balance the dual role of staff member and student
- To be able to follow nursery procedures, policies and systems effectively
- Ability to work and build good relationships with others, including the wider staff team to achieve positive outcomes for children
- To be able to resolve day to day issues by following guidelines and using initiative
- The ability to develop leadership skills and support other staff in developing practice

### **Special Conditions**

- This role is offered as a training role under the University's Early Years Initial Teacher Training Graduate Employment training programme. At the end of course if you have been successful you will be awarded Early Years Teachers Status which will enable you to practice as an Early Years Teacher. Further information on the programme, including possible future employment opportunities is available at: <http://www.bathspa.ac.uk/schools/education/courses/initial-teacher-education/eyts>
- You will be required to attend a minimum of 22 whole-day university taught sessions as part of the EYITT programme. Course fees will be met by the University. The course runs from September 2018 to June 2019
- You will undertake alternate placements in at least one external setting with the length of these to be determined by the EYITT programme leader in negotiation with the Nursery Manager

- Your ongoing practice will be assessed by a workplace mentor and university tutors to ensure you meet the standard required of a trainee Early Years Teacher
- You will be required to complete all EYITT training assessments to the required standard. Failure to do this may result in the termination of this employment contract
- You will be required to attend team meetings once a month and parents evenings twice a year. These take place outside your normal working hours and you will be compensated with time off in lieu
- You may also be required to attend training that take place outside your normal working hours or the University's normal working week and you will be compensated with time in lieu
- The University operates a no smoking policy to promote a healthier working environment
- The post offers access to children, therefore the post holder will be required to agree to undertake DBS clearance and health checks

### **Application Process**

- Applications will be received by the University's HR Department. Please state on your supporting statement the reasons for applying for this training post including your reasons for wishing to complete the EYITT programme
- Applicants will be interviewed by the Nursery Manager and other relevant staff to assess suitability for the post
- Applicants will then be interviewed by the EYITT Programme Leader and other relevant staff to assess suitability for a place on the EYITT programme (these interviews will take place on the same day)

### **Terms of Employment**

- The post will be fixed term to 31 July 2019.
- The post is subject to the completion of a 6 month probationary period and if this is not completed satisfactorily then you may be withdrawn from the EYITT course.

May 2018