

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Nursery Bank Staff
Reporting to:	Baby Unit Supervisor
Line management responsibility for:	n/a
Main purpose of the role	
To support Key Persons to provide an outstanding educational and pastoral experience so that pupils are able to flourish; to deliver activities and provide pastoral care which are of the highest quality to ensure pupils' learning is optimized, sessions are enjoyable and the EYFS curriculum is delivered effectively	

Main duties and responsibilities:

- Teaching:** In order to ensure good progress and outcomes by pupils and, through expert guidance, support them to be reflective, independent and collaborative learners:
 - To demonstrate expert EYFS knowledge and set high expectations which inspire, motivate and challenge pupils, supporting Key Persons to deliver high quality activities and experiences which are thoughtful and have good outcomes for pupils
 - To act as a role model of positive values and behaviour, nurture and establish an environment in which pupils are intellectually curious and are stretched and challenged; manage behaviour effectively and ensure a good, safe and secure learning environment; have high expectations of good behaviours, establishing a clear framework and maintain good relationships
 - To support Key Persons to establish ways to adapt teaching to respond to the strengths and needs of all pupils; know and understand these needs
 - To support Key Persons in observations and assessments through their own notes of observation.
 - To ensure the room is stimulating, organised, clutter free and welcoming to current and prospective pupils and parents.
- Pastoral Care:** In order to promote and nurture a safe pastoral environment in which good relationships and communication flourish:
 - To set high standards of care, welfare and guidance for children

- To communicate effectively with Key Persons, Room Leaders, Nursery Team Leader, Head of Pre-Prep and Nursery and parents, on all matters relating to pupils under the direct care; when requested, work collaboratively and supportively with colleagues on any issues relating to pupils under their care
 - To know and understand that each child has individual needs; know and use the school systems to provide support for pupils
- 3. Continuous Professional Development:** To ensure teaching and EYFS curriculum knowledge is excellent, up to date and representative of best practice and to develop broader skills, reflecting the School ethos of continuous growth and intellectual stretch:
- To reflect critically on own practice, evaluating effectiveness (technical and behavioural); actively seek opportunities for growth and development
 - To influence positively the CPD culture within the School, participate actively and ensure knowledge and learning is embedded in teaching practice
 - To contribute to the professional development of others by sharing knowledge and working collaboratively
 - To take responsibility for improving practice and own learning as a professional, respond positively to coaching and mentoring where appropriate and reflect on and consider personal career pathway
- 4. Culture of the School:** To contribute to and support an ambitious and purposeful environment in which all pupils flourish in whatever they do; provide guidance and support to pupils to ensure the good maintenance of high standards of behaviour and manners; establish relationships with colleagues, support staff and pupils which demonstrate positive values, mutual respect and consideration of and for others;
- 5. School's policies:** To know and implement the School's safeguarding and antibullying policies; manage pupil's behaviour according to the School's EYFS behaviour policies, act promptly and purposefully on any areas of noticeable behaviour (both outstanding or inappropriate), escalating as appropriate in order to ensure pupils learn what to expect as the consequences of their actions and the Nursery meets its ethos of providing a warm, friendly and inclusive environment for all within it

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
EYFS Level 3 Qualification.	E	A
Knowledge and Skills		
Excellent interpersonal skills with the ability to communicate professionally with colleagues, children and parents, whether verbally or in writing.	E	I
The ability to organise time effectively with a systematic approach.	D	I
An understanding of the need for confidentiality.	E	I
Knowledge of the importance of Safeguarding	E	I
Experience		
Previous experience of working in a Nursery environment.	D	A/I
Experience of and enthusiasm for developing new systems and processes.	D	A/I
Personal competencies and qualities		
A genuine interest in pursuing a career in EYFS education.	E	I
Ability to give attention to detail.	D	A/I
Ability to show flexibility when working in a dynamic environment.	E	I/E
Ability to develop and follow process in a timely manner	E	I
A personable, client focussed approach to work	E	A/I
A strong team player	E	A/I

Other requirements

An understanding of safeguarding and its importance in a school environment	E	I
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All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Written by: Hanna Kerrigan

Additional information:

- £9.13 per hour
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