

JOB DESCRIPTION

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 Title:	Nursery Key Worker
Reports to:	Room Leader
Department:	Nursery
Faculty:	Pre-Prep
Main purpose of the role	
<p>To provide an outstanding educational and pastoral experience to allow pupils to flourish within Bede's Nursery. Deliver activities and provide pastoral care, which are of the highest quality, maximising pupils' learning and wellbeing. To deliver planned sessions that are enjoyable and to ensure that the EYFS Curriculum is delivered effectively.</p> <p>The role will be line managed by the Room Leader, working as part of a busy Nursery team with children ranging from three months to four years of age. The role can be considered as a job-share. Although this post is primarily attached to a specific room, the job holder will be required at times to work elsewhere within the EYFS setting.</p>	

Main duties and responsibilities:

1. To ensure good progress and outcomes by pupils and, through expert guidance, support them to be reflective, independent and collaborative learners.
2. To set high expectations which inspire, motivate and challenge pupils, delivering high quality activities and experiences which are thoughtful and have excellent outcomes for pupils.
3. To use observations and assessment to inform future teaching, use formative and summative assessment to secure the progress of their key children and give feedback to parents.
4. To ensure the room is stimulating, organised, clutter free and welcoming to current and prospective pupils and parents.
5. To promote and nurture a safe pastoral environment in which good relationships and communication flourish.
6. To work collaboratively and supportively with colleagues on any issues relating to pupils under their care.
7. To know and understand that each child has individual needs, and to address these and work closely with colleagues within Bede's, and external agencies.
8. To keep abreast of current pedagogy and regulations within an EYFS setting and to attend in-house and external CPD as required.
9. To be accountable for the safeguarding of all the pupils within their room and the Nursery, in accordance with statutory policy, school EYFS policies and procedures.
10. To be familiar and adhere to the room procedures and risk assessments related to routine, activities and safeguarding.
11. To act as Room Leader for a shift in their absence if required.
12. To complete all required records and systems, keeping documentation up to date and readily accessible. These may be used for Audit, reporting and decision making purposes.

In addition, the job holder will ensure that all staff under his/her control and direction (including any peripatetic staff) undertake all required training at the stipulated times to ensure full understanding of and compliance with our Safeguarding Policies and Procedures.

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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

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A strong team player	E	A/I
Other requirements		
An understanding of safeguarding and its importance in a school environment	E	I

Additional Information:

- 30 days holiday entitlement per annum (5 days of which to be taken at Christmas) plus public bank holidays.
- Your normal hours of work will be 37 hours per week, (8.00am - 6.00pm - including a 45 minute unpaid break)
- 4 days per week, 52 weeks per year

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.