



Mayville High School

Job description: Nursery Practitioner

The Nursery Practitioner will ensure that Mayville Nursery provides a safe, stimulating and caring environment for young children. Listed below are the principal responsibilities of the post, but this is not exhaustive. This job description should be read in conjunction with the Nursery Staff Policies and Procedures document.

The Nursery Practitioner must ensure that he/she is aware of the requirements of the Statutory Framework for the Early Years Foundation Stage which sets the standards for learning, development and care from birth to five.

The Nursery Practitioner is responsible to the Nursery Manager, Head of Early Years, and through them, to the Deputy Head Junior School, the Headteacher and the School Management Team. Mayville High School is a charity run by a board of Trustees.

General responsibilities of the post are:-

- To assist in organising a learning situation which will provide experiences suitable for young children.
- To ensure pupils are receiving experiences which meet the requirements of the E.Y.F.S.
- To adhere to the school's policies on teaching and learning.
- To ensure that the nursery follows guidelines for Health and Safety both for staff and pupils.
- To follow school guidelines on child protection.
- To work with other team members on planning and organising the curriculum following guidelines and with support provided by the Nursery Manager and Head of Early Years.
- To work with the pupils assigned to you, monitoring their work and ensuring their progression.
- To assess pupils' progress socially and academically.
- To maintain records as required.
- To assist in the general care of pupils, including break and lunch duties.
- To take responsibility for initiating projects in art, music, drama or other areas of the curriculum.

- To liaise with parents on a daily basis in a professional manner and to attend parent/teacher evenings.
- To write termly reports.
- To assist with after school and holiday activities as agreed on a rota basis.
- To take part in the school's Performance Management System.
- To undertake INSET as required.
- To attend after school staff meetings (usually 1 per month in school term time).