

CORNWALL COUNCIL

School Based

JOB DESCRIPTION

Job Title:	Deputy Nursery Lead Fixed Term (Maternity Cover) 7 th January 2019 to 4 th October 2019
Grade:	TBC
Responsible To:	Headteacher/Class Teacher
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	None
Important Functional Relationships:	<u>Internal:</u> Headteacher, reception teaching staff, other reception staff, nursery children. <u>External:</u> Governors, LA representatives and advisers, parents, visitors to the nursery/school

Main Purpose of Job:

To share with the nursery leader the responsibility for caring and planning activities for the early years children and assessing progress. To assist the teacher in the practical organisation of nursery activities and group work as directed. To help ensure the safety and well being of the children and at all times act as a responsible carer.

Main Duties and Responsibilities

1. To work with groups or individuals within the Nursery in all curricular areas under the direction of the nursery/reception years teacher, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the nursery children.
2. To assist with learning activities across the six areas of learning. To develop children's knowledge through support and encouragement in the learning activities undertaken within the nursery. To provide opportunities for children to work towards the Early Years Learning Outcomes.
3. To carry out domestic duties such as tidying up, serving snacks, organising cooking activities and changing children.
4. To assist in preparing, mounting and removing wall displays.
5. To plan, prepare and set out programmes of work and activities in co-operation with the nursery/reception years teacher and to clear away and store equipment in the correct place.
6. To feedback information regarding the well-being and educational and developmental needs of children to the early years/reception years teacher, parents and Headteacher as appropriate.

7. To accompany the children on class outings under the overall supervision of the nursery/reception years teacher.
8. To administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the nursery school procedures (as trained) and to attend to children who are sick as necessary.
9. To undertake home visits and to recognise the home environments of children within the nursery so as to assist children in settling into the nursery.
10. To undertake the shared responsibility with the nursery/reception years teacher of children's health and safety at the nursery and to promote health and personal hygiene to the children throughout the activities undertaken in the nursery.
11. To undertake shared responsibility with all nursery staff for the care and maintenance of nursery equipment and resources. To help with the ordering of new provisions in accordance with the nursery's agreed budget and as authorised by the nursery/reception years teacher.
12. To encourage self-control and self-discipline in the children throughout all activities undertaken in the nursery and to promote the nursery's positive behaviour policy.
13. To supervise the children for short periods in the event of the nursery/reception years teacher having to be called away.
14. To liaise with outside agencies as required by the nursery/reception years teacher. To undertake joint activities and links with the local playgroups and organise visits to the nursery class.
15. To attend staff meetings as required.
16. To comply at all times with any current and future legislation relating to nursery and reception years children.
17. To be aware of the School/Nursery Child Protection Procedures and to report any concerns noted in the course of duty in accordance with such procedures.
18. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
19. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
20. To be responsible for your own continuing self-development, undertaking training as appropriate.
21. To undertake other duties appropriate to the grading of the post as required.

Date Prepared:

Prepared by: Cornwall Council

PERSON SPECIFICATION

Job Title: Deputy Nursery Lead

Department: School -based

Person specification prepared by: Cornwall Council

Date:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Good standard of practical knowledge, skills and experience of working with Early Years children. Experience of planning & working with areas of the curriculum relating to early years.	Good standard of practical knowledge, skills and experience of working with Early Years children in a nursery environment.	Application form/ interview
<u>Education & Training</u>	Attainment of 4 GCSE's or equivalent qualifications, to include Maths and English. Attainment of NVQ Level 3 and experience of Early Years.	Level 3 and above.	Application form
<u>Special Knowledge & Skills</u>	Knowledge of areas within the curriculum relating to Early Years. Supporting SEND pupils.		Interview
<u>Any Additional Factors</u>	Flexible, self motivated and enthusiastic. Patient and friendly approach. Willingness to work with children. Ability to relate well to adults and children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. Work as a team player.		Interview