# **HAZLEGROVE PREPARATORY SCHOOL**

**PRE-PREP NURSERY PRACTITIONER**

**JOB DESCRIPTION**

Title of Post: Pre-Prep Nursery Practitioner

Responsible to: Head of EYFS

Responsibilities:

* Ensure the physical and emotional security of the children.
* Bring to the attention of the Head of Pre-Prep any child who is causing concern.
* Ensure the behaviour policy is followed.
* Assist in supervising play and mealtimes.
* Assist the children in all aspects of the school day, including swimming in the pool.
* Ensure, through gentle guidance, that the children move around the grounds sensibly and in an orderly way.
* Support the children in their learning, under the guidance of the Lead Nursery Practitioner, recognising the specific needs and abilities of the children.
* Administer first aid when necessary, ensuring records are kept up to date, and all relevant adults informed. Paediatric First Aid training will be provided if not already held.
* Carry out any routine and administrative duties as outlined by the class teacher.
* Provide a good role model for the children, showing empathy, love and care.
* Support the children with their toileting, including changing nappies.
* Communicate with colleagues, parents and responsible adults courteously and professionally, ensuring all relevant adults are kept informed, and all record-keeping systems adhered to.
* Dress in an appropriate manner in accordance with the school dress code, and in an appropriate way for physical activities.
* Be directly involved in before and after-school activities.
* Attend any INSET as required by the school.
* Undertake any duties reasonably required by the Head EYFS
* Accompany classes on school trips as required.
* Adapt willingly and professionally to changes and initiatives.
* Undertake After School Duties.
* Support occasional whole school events out of school hours.

In addition, Early Years Classroom Assistants will fulfil the following duties.

* Be allocated key children, supporting their individual needs through observation, direct contribution to planning next steps, and direct contribution to learning journals, including Tapestry.
* Share the on-going upkeep of Nursery equipment and keeping relevant records.
* Undergo supervisions (observations) by the Lead Nursery Practitioner or Head of EYFS, as required.

**Safeguarding and the Welfare of Children**

King’s School, Bruton, is totally committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at King’s are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.

The following duties are ones which all staff are required to perform:

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* Observe health and safety procedures and work safely at all times;
* Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
* Hazlegrove Preparatory School is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
* The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.

Signed …………………………………………… Date ………………………………………