**Level 3 Nursery and Wraparound Care Practitioner**

**Job Description**

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| **Job Purpose** |
| Under the guidance of the OSC coordinator: to be responsible for the OSC setting when the coordinator is absent. To be responsible for the care of pupils in nursery when the teacher is absent. To promote good outcomes for pupils through the Early Years Foundation Stage, supporting learning and ensuring that pupils are safe and happy. To provide a happy, safe and secure environment for pupils attending the out of school care, supporting them to participate in activities and socialise with their peers. |
| **Major Tasks** |
| * To promote the health, safety and well-being of the children. * To be professional and confidential when dealing with sensitive issues. * To understand the Early Years curriculum and support colleagues in the provision of a high quality offer for nursery aged pupils. * To take an active, hands-on approach to practice and delivery of provision * To support senior staff in the creation of enabling environments across the setting * To support the teacher and other senior staff in the delivery of the curriculum offer * To create a welcoming atmosphere and environment for parents and children * To take responsibility for a key group of nursery pupils and maintain their Learning Journeys, monitoring progress and communicating with the teacher. * To undertake domestic tasks within the setting such as preparation of snacks, cleaning of equipment and keeping the setting neat and tidy. * To support pupils in out of school care to participate in activities and socialise positively |
| **Contacts & Relationships** |
| * To promote positive relationships within the Nursery and out of school care environment * To ensure equal opportunities for all * To be flexible within and to be prepared to help where needed. * To work as part of the team. * To communicate effectively with parents where necessary * To work with other professionals where necessary |
| **Creativity** |
| * To support children in their play and learning * To support senior staff in creating enabling environments * To create meaningful and attractive displays which enhance the learning offer * To work, learn and play alongside children * To support the OSC coordinator in planning activities |
| **Decisions** |
| * To follow the policies and procedures of the setting under the guidance of senior staff |
| **Management & Supervision** |
| * To supervise pupils under direction of the teacher, OSC coordinator or other senior staff on duty |
| **Supervision Received** |
| * Early Years Lead/Teacher and Deputy Manager to supervise and monitor practice |
| **Complexity** |
| * To report to the Teacher, OSC coordinator, Deputy Manager or Headteacher for any queries |
| **Resources** |
| * + To support pupils in using laptops and gaming technology   + To support pupils with art and craft activities   + To support pupils with construction activities such as Lego   + To help with the preparation and serving of snacks under the supervision of senior staff   + To support pupils with any resources provided by the teacher to support learning. |
| **Impact** |
| The role requires care and compassion, enthusiasm, a focus on health and safety, a knowledge of safeguarding and the ability to follow instruction and work as part of a team.  Practitioners will ensure that children make progress through the Early Years Foundation Stage and develop their knowledge and skills so that they are ready for school when they reach Reception age. |
| **Physical Demands** |
| The role involves sitting with children whilst they learn and play, participating in outdoor games and activities, preparing simple snacks and managing small equipment used for physical activity. |
| **Working Environment** |
| This role is within the Nursery, OSC building and outdoor area with some activities taking place in the school hall and playground/adventure. |
| **Emotional Context** |
| This role can be emotionally challenging if children are upset or staff need to support them through an upsetting incident. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade including supporting in the school if necessary  The postholder will be expected to actively follow all school policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.  The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * NVQ 3 or equivalent qualification or experience in relevant discipline * Acceptable level of literacy and numeracy skills |
| **Experience** | * Experience of working with children aged 2 to 11 * Experience of working within the EYFS framework |
| **Knowledge** | * Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation |
| **Skills** | * Ability to interact with children * Ability to maintain a safe working environment * Ability to work within the policies and practices of the setting * Able to act on own initiative and take direction from senior staff * Ability to take responsibility within the setting in the absence of seniors |
| **Personal style & behaviours** | * Good communication skills and team work * Flexible to meet the needs of the role |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.   * The post holder will need to have the language skills to allow them to speak to members of staff . |
| **Political Restrictions** | This post is not politically restricted |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>