



**George
Heriot's
School**
Founded 1628

Job Description

Job Title: Early Years Practitioner

Responsible to: Junior School Deputes

Duties and Responsibilities:

All Nursery Nurses will work as part of the Junior School team and have a responsibility, in close conjunction with teaching staff, for the following areas:

- Curriculum
- Children's Development and Progress
- Development and Learning Through Play
- Support for Children And Families
- Ethos
- Resources
- Other Specific Responsibilities

1. CURRICULUM

- Have an understanding of the 3 – 5 Curriculum Framework, Child at the Centre and the 5-14 Guidelines relevant to the Early Years Department.
- Support teaching staff in the delivery of the curriculum.
- Be aware of school and nursery procedures and policies, where to access them and use appropriately in consultation with line manager

2. CHILDREN'S DEVELOPMENT AND PROGRESS

- Understand the principles of assessment and recording for reporting.
- Observe and record children at work and play.
- Ensure verbal feedback to pupils is positive.
- Ensure feedback is given to the Principal Teacher of Nursery.

3. DEVELOPMENT AND LEARNING THROUGH PLAY

- Contribute to the planning and evaluations as part of the Nursery team and be able to demonstrate initiative.
- Interact appropriately with the children.
- Have high expectations of and set realistic challenges for pupils.

- Work co-operatively with other professionals and adults.
- With support, organise and manage resources to achieve safe, orderly and purposeful activity.
- Manage pupil behaviour and nursery class incidents fairly, sensitively and consistently, making use of sensible rewards and sanctions, and seek advice of colleagues when necessary.

4. SUPPORT FOR CHILDREN AND FAMILIES

- Take account of arrangements for ensuring the care, welfare and protection of pupils.
- Make every effort to meet the emotional, physical and social needs of pupils.
- Support and encourage pupils as they learn to enable them to develop positive attitudes to learning.
- Identify the needs of pupils in consultation with the Principal Teacher of Nursery.
- Make effective use of S6 pupils helpers as required.
- Be prepared to provide feedback to parents/carers on a daily basis.

5. ETHOS

- Promote equality, fairness and social inclusion.
- Take responsibility for professional learning and development.
- Value, respect and be an active partner in the Heriot community (eg Open Morning, Sports Day).
- Be aware of the Heriot's Foundation.
- Actively promote a strong and positive relationship with Heriot's (Nursery) parents and carers.
- Create a positive atmosphere based on mutual respect between staff , pupils and parents.
- Contribute to the Heriot's extra-curricular programme.

6. RESOURCES

- As a member of the Nursery team, make best use of accommodation and resources, ensuring safety of equipment at all times.
- Identify appropriate resources to allow effective delivery of the curriculum.

7. MANAGEMENT, LEADERSHIP and QUALITY ASSURANCE

- Reflect on and act to improve professional practice, contribute to professional development and engage in the process of curriculum development.

8. OTHER SPECIFIC RESPONSIBILITIES

Within the Nursery, the Nursery Nurse will be a 'Key Worker'. Each Key Worker has responsibility for a group of 8 pupils. This involves:

- Ensuring that the needs of each child in the group are met.
- Recording observations and assessments of the children.
- Passing on all information and observation notes about each child to the Principal Teacher of the Nursery.
- Ensuring close liaison with the Nursery team.
- Speaking to the parents/carers of the children in the group at the end of each day, when the child is collected.
- Attending the parent/teacher interviews of the children in the group.

Within Primary 1 and Primary 2, Nursery Nurses will also have responsibility for:

- Assisting Class Teachers.
- Supporting the delivery of the relevant areas of the 5 – 14 curricula
- Undertaking appropriate administrative tasks as directed by the Early Years Deputes
- Supervision of children in the playground and indoors during inclement weather.
- Ensuring safety of children in the playground.
- Basic First Aid in the playground.
- Promoting positive behaviour in the playground.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463