

# Job Description and Person Specification



## Job Description Nursery Keyperson

Claremont Prep is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

<b>Job title:</b>	<b>Nursery Keyperson</b>
<b>Reporting to:</b>	<b>Head of Pre-Prep and Nursery</b>
<b>Main purpose of the role:</b> To be the named practitioner who has responsibility for the overall well being of a small number of children ; to ensure each child feels safe, secure and settled. To communicate and form a strong relationship with each child and parent about the child's well-being and development. To be supportive and reassuring at key times such as transition, settling in, and be a central point of contact for parents. Parents need to be confident in their child's well-being and valued as partners with the nursery and school.	

### Admissions :

- To promote a positive relationship between nursery and home. Create a meaningful bond with parents.

### Pastoral provision :

- To ensure the quality of care of all children is outstanding and well-being is given absolute priority.
- To complete accident forms ready for the Head of Nursing and to be fully aware of current procedures.
- To follow medical policy and procedures as directed by the Head of Nursing.
- To ensure MyConcern is updated accurately and without delay.

### Learning :

- To identify learning and to ensure children are getting better.
- To use the COEL statements when looking to support individual children's needs.
- To collect evidence of children's progress when it is observed. This can be through photos, written observations and the child's work.
- To alert the Room Lead of any pupil concerns in terms of their development.
- To work with colleagues to identify the correct age related band the child is working within.
- To ensure there is a full understanding of ISP 'Looking for Learning', 'Amazing learning', and 'getting better at'.
- To keep abreast of current pedagogy and regulations within an EYFS setting and to attend in-house and external CPD as required.

### Pupil Behaviour :

- To ensure all children are supported to follow the behaviour management system in place.
- To act as a role model for positive behaviour.

### Policies and statutory compliance :

- To be aware of the Risk Assessment for each class and to implement it.
- To have read the EYFS policies and ensure these are adhered to.

**SEN/EAL :**

- To liaise with the Deputy Head of Pre-Prep and Nursery and Prep SENDCo to support inclusion and EAL provision.
- To follow direction from the Deputy Head of Pre-pPrep and Nursery as to ways forward for any child needing support.

**Parental communication and involvement :**

- To help children to settle when separating from their Parent/carer. To reassure the adult when dropping off if need be. When there has been an incident where a child is extremely distressed, office staff are notified to call the parent, when the child has settled, for reassurance.
- To ensure parents and carers are well informed about the nature of their child's well-being, learning and progress, including eating patterns and daily activity.
- To ensure that all parents/carers are met with positive and warmth on arrival and collection. Any difficult conversations with parents to be held by the Room Lead and not by other staff. These must be held privately and sensitively.
- No parent to be phoned for child collection unless it has been authorised by the medical centre staff or by the Head / Deputy Head of Pre-Prep and Nursery.
- To fully inform parents when accident forms have been completed about the nature of the accident.

**Marketing and promotion :**

- To attend all open days as directed.
- To be welcoming and informative towards prospective parents.

**Safeguarding :**

- To ensure full compliance in 'Keeping Children Safe in Education', 2019.
- To ensure the safety of the children and their environment at all times, and to report any potential dangers immediately to the Head of Pre-Prep and Nursery and Site Team.

**Additional Responsibilities:**

- To attend School CPD and staff meetings as requested by the Head of Pre-Prep and Nursery. Sometimes this will involve an evening commitment..
- To ensure displays are of the highest quality, reflecting the Pre-prep and Nursery Display Policy and ISP expectations.
- To be available to work within the hours of 8am till 6pm over the course of the week, as directed.
- To reflect critically on own practice, evaluating effectiveness and actively seek opportunities for growth and development.
- To contribute to the professional development of others by sharing knowledge and working collaboratively.
- To be present during the pre-arranged settling in visits.
- To be the initial staff member greeting their key children arriving for their session.
- To fully understand the developmental stages and needs of each child, and ensure all communication is at an appropriate level.
- To engage with the child at their own level, using all communication such as voice, eye contact to convey a message of interest and importance, and providing comfort where necessary.

## Person Specification : Nursery Keyperson

Claremont Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Requirements	
<u>Education and Qualifications</u>	<ul style="list-style-type: none"><li>• A minimum of English and Maths at GCSE (grades A - C)</li><li>• EYFS Level 3 or equivalent qualification</li></ul>
<u>Knowledge and skills</u>	<ul style="list-style-type: none"><li>• Written communication skills to be able to handle a variety of correspondence grammatically, clearly and accurately</li><li>• Verbal communication skills to be able to deal with colleagues, parents and pupils in an appropriate style.</li><li>• An ability to pay close attention to detail to ensure that all work undertaken is accurate</li><li>• Knowledge of the importance of Safeguarding</li></ul>
<u>Experience</u>	<ul style="list-style-type: none"><li>• Recent experience of working within the EYFS.</li><li>• Ability to use Microsoft Word, Engage, Cezanne with proficiency.</li></ul>
<u>Personal competencies and qualities</u>	<ul style="list-style-type: none"><li>• Ability to give attention to detail</li><li>• Ability to develop and follow processes and meet deadlines.</li><li>• A personable, client focused approach to work</li><li>• A strong team player</li></ul>
<u>Other requirements</u>	<ul style="list-style-type: none"><li>• An understanding of safeguarding and its importance in a school environment</li></ul>