



Meadow Nursery School
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NVQ3 Nursery Practitioner

Job Description

Role Title	Nursery Practitioner	Reports to	Nursery Manager
		Supports	The whole team
Role Purpose			
A Nursery Practitioner is a member of nursery staff with responsibility for key children.			
The purpose of the role is:			
<ul style="list-style-type: none">● To be responsible for an agreed number of key children● To input in to the planning of safe, creative, focused opportunities for key children● To ensure key children’s learning journeys are up to date● To have a good, current understanding and working knowledge of the EYFS and deliver its principals in the nursery● To work with other nursery staff, to plan, organise and maintain a learning environment appropriate to the developmental needs and interests of children aged between 2 ½ and 5 years old● To work as part of a team, and provide input and advice, to ensure the nursery is a happy, safe, secure and stimulating environment for everyone in the nursery setting			
Key Responsibilities of the Nursery Practitioner			
	<ul style="list-style-type: none">● To have a good, up to date, knowledge and understanding of the EYFS. To ensure the EYFS is promoted and delivered within the setting and its principals are adhered to.● To input into the planning of safe, creative and appropriate opportunities, according to the children’s needs and interests, to fulfil the requirements of the EYFS● To maintain and keep a proper and up to date record of key children’s learning journeys, working in partnership with parents, other staff members and outside agencies if required		

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- To share information about key children with other members of the nursery team as appropriate
- To assist in supervising and offering leadership to children during activities and free play.
- To support children in transitions from home to nursery and nursery to school.
- To take the whole group, or smaller groups, for the register, phonics, 1-1 speech and language sessions, story, games and recall times.
- To take care of children's personal needs. This includes, for example, meeting the children's hygiene needs and preparing snacks and drinks.
- To liaise with any key children's 1:1 support assistants to ensure that their EYIP (Early Years Individual Plans) are being met, delivered and documented. To ensure knowledge is regularly shared.
- To share information about the children's development and the day's business with other staff members on a daily basis (usually at the end of the day).
- To work with and alongside parents/carers to ensure that information about key children is shared. This includes attending all parents' evenings to share learning journals and reports with parents/carers.
- To work as part of a team towards providing a happy, safe, secure and stimulating environment for everyone in the nursery. This includes working with other nursery practitioners, by offering advice, guidance and support.
- To assist with mounting displays of work, helping make the nursery bright and stimulating, and to take responsibility for a given area within the nursery (for example, art / craft or home corner).
- To carry out daily activities at the beginning or end of the nursery day to ensure that the nursery is prepared for the following day. This may include setting up or clearing away activities, or ensuring that learning journeys and observations are up to date.
- To attend weekly staff meetings, planning and contributing ideas and suggestions.
- To attend all out of working hours activities including AGMs, fundraising events, training, staff meetings, parents/carers evenings, nursery children's Christmas parties etc.
- To attend any relevant or required training courses at the nursery's expense to keep up to date with childcare and educational development and to develop personal skills.



- If necessary attend Local Early Years cluster group meetings.
- To participate in home visits if and when required (If out of school hours it will be at the nursery's expense).
- To uphold standards within the setting by adhering to all policies and procedures, including the nursery's Child Protection/Safeguarding policies and procedures.
- To apply a common sense, informed approach to delivering the nursery's policies and procedures.
- To offer informed advice and recommendations to enhance policies and procedures.
- To respect the confidentiality of information received

Attributes

The Nursery Practitioner should be:

- Professional, well informed and trustworthy
- Inspiring, engaging and enthusiastic
- Flexible and adaptable
- A good team player, able to encourage and advise other members of staff
- Kind, thoughtful and caring

Key Contacts

Internal:

- ☐ Nursery manager
- ☐ Management Committee Chair
- ☐ Nursery Staff
- ☐ 1:1 Support assistants

External:

- ☐ Parents
- ☐ OFSTED
- ☐ Infant and Primary school staff
- ☐ Healthcare, social care and education professionals