

Childcare and Education

All members of the team are expected to take shared responsibility for enabling children to reach their full potential, and seeking opportunities for continuous improvement.

To plan, prepare and deliver a range of Forest School sessions with children.

To liaise with the Nursery Manager/Room Leaders and staff prior to sessions to ensure plans are appropriate and all needs and expectations are met.

To supervise and support children with varying needs while delivering sessions.

To create and maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of children.

To ensure that all sessions are well prepared and risk assessed.

To implement agreed learning activities and teaching programmes including working with children with additional needs.

To Monitor children's development through activities by observation and providing objective and accurate feedback and reports as required to Room Leaders, making sure that appropriate evidence is available.

To work with Nursery Managers, Room Leaders and Key People to establish an learning environment thus ensuring that all children have the opportunity to learn, interact and fulfil their potential in a safe environment.

To promote and support the development of good practice with regard to special needs and inclusion.

To ensure that the nutritional needs of the children are met and that food safety regulations are complied with.

To remain up to date with current developments in childcare, education and Forest School/outdoor Learning.

To create and maintain a culture of self-evaluation and reflective practice.

To ensure that a broad range of activities, including outdoor play, is made available for children to access daily, so the role will involve working outdoors in the Forest School Area and other outdoor areas.

Health and Safety	<p>To be responsible for ensuring the forest school areas are safe at all times.</p> <p>To ensure that Risk Assessments are completed and are continually checked and updated</p> <p>To ensure Health & Safety requirements are met.</p> <p>To undertake a shared responsibility for health and safety and cleanliness throughout the nursery.</p> <p>To adhere to Health and Safety Policies and Procedures, to manage risk and ensure that any remedial action is taken immediately.</p> <p>To be fully aware of all Emergency and Security Policies and Procedures.</p> <p>. To administer basic first aid as the need arises.</p> <p>To assist in maintaining the nursery building, resources and equipment to a high standard, reporting maintenance or cleaning issues appropriately and promptly.</p> <p>To audit, evaluate and manage risk and ensure that any necessary actions are implemented immediately.</p>
Marketing and Customer Care	<p>To promote the nursery to current parents and potential customers.</p>
Operational	<p>To support the management and staff during inspections by regulatory bodies and assist in the implementation of any recommendations.</p> <p>To help organise out of work activities such open days, training etc.</p> <p>To attend out of work activities such open days, training etc.</p>
Staff	<p>To support and supervise staff while in forest school/outdoor learning.</p> <p>To support and mentor staff and students.</p> <p>To work with Room Leaders/rooms to ensure a consistent approach.</p> <p>To be responsible for participating in all self-development activities including appraisals, supervisions etc.</p> <p>To support with the recruitment and induction of newly appointed staff.</p>
Communication	<p>To develop and promote parental partnership and high involvement.</p> <p>To ensure good communication between all users of nursery.</p> <p>To maintain communication links with outside agencies.</p>

General	<p>To assist with the co-ordination and lead regular staff meetings, planning meetings and parents even and other events including organising agenda and minutes.</p> <p>To provide general clerical and administrative support as required – for example, by making an entry in an accident log.</p> <p>To undertake any other duties as reasonably requested by management.</p> <p>To adhere to all Policies and Procedures at all times.</p> <p>To ensure that Policies and Procedures on Equal Opportunities are adhered to at all times.</p> <p>To be aware that lifting and carrying of equipment, and bending and clearing away after sessions are all a daily part of this role, sometimes assisted by the children</p> <p>Work involves working mostly outdoors, within the nursery environment (all three sites, including leading and facilitating in an outside environment.</p> <ul style="list-style-type: none"> • As with all work with young children, the post holder will experience periods of moderate noise. <p><i>This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Line Manager. It is also subject to change and updates</i></p>
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Personal Specification

	Essential	Desirable
Education and Qualifications	Forest School Level 3 qualification including up to date Outdoor First Aid qualification (training can be arranged)	Level Three in Early Years (as defined by the Workforce Development Council). A high level qualification.
Experience, knowledge and skills	Minimum of 1 year post qualifying experience working with children from 0-5 years (for the under two's room this must include under two experience). A sound knowledge of child development for children from birth to five years.	Experience of leading and supporting staff teams to improve practice.

	<p>A sound understanding of the Early Years Foundation Stage Curriculum.</p> <p>An understanding of play based approach to children’s learning and development.</p> <p>Knowledge and Understanding of the regulatory bodies.</p> <p>Understanding of the role of key person.</p> <p>A sound knowledge of Safeguarding and Child Protection Procedures.</p> <p>Good organisational skills.</p> <p>Ability to lead a team.</p> <p>Ability to effectively communicate with adults and children both written and verbally.</p> <p>Ability to develop effective relationships with colleagues, parents and outside agencies.</p> <p>An understanding of and commitment to equal opportunities.</p> <p>An understanding of Health and Safety in the workplace</p> <p>A willingness to undertake further relevant training including some evenings and weekends.</p>	<p>The ability to use computers and software packages.</p>
<p>General</p>	<p>Committed</p> <p>Loyal</p> <p>Honest</p> <p>Flexible</p> <p>Caring and patient</p> <p>Good professional attitude</p> <p>Good personal hygiene</p> <p>Can work on own initiative</p> <p>Positive attitude</p> <p>Aware of equal opportunities</p> <p>Self-confident and motivated</p> <p>Approachable</p>	<p>Imaginative and creative</p>