

JOB DESCRIPTION

Date

August 2019

Job Title:	Nursery Practitioner
Reporting To:	Nursery Manager
School:	Colchester High School
Scope:	UK
Working hours:	Full time

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Training and experience

Training Requirements	Level 3 in Early Years and Childcare (or equivalent) is essential.
Languages	British
IT knowledge	Basic Word and Excel skills
Experience	

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 66 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

To work as part of a team in providing a safe, secure and stimulating environment for children from 2½ years and to have a sound knowledge and understanding of the Early Years.

Key Responsibilities

Contribute to the provision of a safe, well maintained and stimulating play environment establishing positive routines and high standards of daily care.

Attend to all aspects of children's health and well-being.

Follow EY and CHS guidelines, policies and procedures for safeguarding children.

Assist Manager and Deputy Manager in the planning, preparation, implementation and assessment of activities which meet the children's individual needs.

Act as a key person, carrying out, planning, observations and assessments, maintaining records of progress and developing a professional working relationship with parents/carers, children and staff. Ensure the children's Learning Journeys are kept up to date.

To familiarise self with Early Years Policies and Procedures and use them within daily routines.

Help set up the rooms for the daily routine and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.

Attend internal and external meetings, training courses, admissions events and parents evenings as necessary, to ensure the successful delivery and development of the Nursery.

Learning and Development

- Participating in arrangements for your continuous professional development.
- Participating in any arrangements that may be made for appraisal.

Person Specification

- To be able to promote good practice and be willing to share this with others
- Good communication skills
- A sense of humour

Principal working relationships

Internal

Nursery Manager

Deputy Nursery Manager

External
Parents

Competencies for the Role

Values Based Behaviours – The behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Remuneration

Colchester High School Nursery is part of a school for children aged 2 ½ to 16 years which is dedicated to continuous professional development and as such provides in house training and out of house training, as required. Holiday entitlement is 25 days in addition to the Nursery Christmas closure.

- Contributory Pension Scheme
- Professional Development
- School Fee Discount

Working Pattern

51 weeks, 5 days per week, 9 hours per day (including 1 hour unpaid lunch break).

The Nursery operates a shift pattern between the hours of 7:00am – 6:00pm Monday to Friday (7:00am – 4:00pm / 9:00am – 6:00pm).