



United Synagogue Job Description

JOB TITLE:	Nursery Practitioner
LOCATION:	St John Wood United Synagogue Kindergarten
WORKING HOURS:	The core hours are during term time and inset days only but there may be a requirement to attend staff meetings and training at other times
SALARY:	Up to £12 per hour - dependent upon experience
REPORTS TO:	Kindergarten Manager and Director
BENEFITS:	20 days holiday, plus 8 Bank Holidays (pro rata) Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE

To work as part of the kindergarten team under the direction of the Manager to provide a safe, high quality standard of physical, emotional, social and intellectual care for children placed in the setting, thereby effectively delivering the EYFS.

DIMENSIONS & LIMITS OF AUTHORITY

- Keep information obtained regarding the children, their families or other staff which is learned as part of the job strictly confidential.
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- Advise the Manager of any concerns relating to a child, parents, member of staff, safety of equipment, whilst preserving confidentiality at all times.
- Attend training courses where deemed appropriate by the Manager including those outside of kindergarten hours, and share knowledge gained with other staff.
- To attend all INSET sessions, staff meetings, parents' meetings and open evenings.

DUTIES & RESPONSIBILITIES

- Support the ethos of the Jewish religion at the Kindergarten by actively supporting children to learn about Shabbat and Festivals as well as participating in and leading the weekly Shabbat party.
- Recognise and meet at all times the needs of the child and their family as individuals and work closely with Key Children parents/carers.
- Give input and support the weekly planning of the curriculum.
- Plan with staff for both the indoor and outdoor environment to provide a positive context for teaching, learning, providing experiences that are challenging but achievable.
- Implement and prepare the necessary resources, materials and equipment required before the start of kindergarten each morning.
- Work with and have collective responsibility for small groups of children (Key Children) as directed by the Manager and support the two year old assessments.
- Build the credibility of the Kindergarten in order to empower management and staff to fulfil their roles effectively.
- A commitment to promoting equality and recognising and respecting diversity.
- Understand and deliver a programme that leads to organisational success
- Provide high quality care and activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment
- Interact with and support children in a positive way to foster their enthusiasm for learning
- Deal with children in a caring and loving way by taking a sympathetic and reassuring approach at all times
- Read both planning sheets on a daily basis
- Assist with the evaluation of the weekly planning with the Manager to ensure the effectiveness of the Kindergarten
- Help prepare activities both inside and outside the kindergarten, which encourages creativity, development, co-ordination, independence, self-expression and learning through play
- Tidy up with the children as and when necessary during the course of the morning and tidy it up after they leave

- Make daily observations on focussed children
- Monitor, assess, record and report on key children's development and progress
- Ensure your key children's files are kept up to date with focussed child sheets, general observations and photographic evidence to help plan for next steps
- Be familiar with and follow the Early Years Foundation Stage framework for guidance in your practice with children
- Foster and maintain appropriate working relationships with the children, parents/carers and colleagues in all aspects
- Work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery-sharing progress of key children and their learning journals
- Provide the appropriate credible professional advice as and when required to parents/carers of your key children only
- Support the first aiders and look after sick children in consultation with the Manager
- Be aware of child protection issues and follow the setting's Safeguarding Children policy and procedures
- Ensure close monitoring of children about whom there are concerns
- Work in partnership with other early years professionals and outside agencies eg Westminster Early Years Team, health visitors, therapists
- Prepare and serve milk, water and fruit snacks to children, encouraging good nutrition and sociable eating
- Assist children with personal care, including changing nappies, assisting with toilet training and other associated welfare duties
- Prepare and/or help to prepare lunches
- Carry out on-going cleaning of the kindergarten
- Carry out health and safety checks as required to ensure the setting is safe, tidy, clean and secure for children, staff, parents/carers and visitors
- Report when resources run low, including nappies, wipes, aprons, gloves, art equipment, perishables etc
- Ensure that no child is ever left on their own

- Be familiar with and comply with the policies and procedures of St John's Wood Synagogue Kindergarten, adhering to them at all times
- Display exemplary practice at all times
- Uphold and carry out the duties of the post with due regard to the kindergarten's Equalities and Inclusion policies
- Co-operate in the implementation of the health and safety policy and ensure that the kindergarten's practice and environment meets health and safety standards
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the kindergarten
- Undertake and lead on additional responsibilities such as SENCO, Health and safety Officer, named person for Behaviour etc
- Contribute to planning and evaluation for both the indoor and outdoor environment

BUILDS THE CREDIBILITY OF THE KINDERGARTEN TO EMPOWER STAFF AND MANAGERS TO FULFIL THEIR ROLES EFFECTIVELY

- Share with others and communicate success stories.
- Personally demonstrate the organisation's values building trust with the manager and staff within the Kindergarten and proactively contributing to the setting's success.
- Be proactive in identifying opportunities for own professional development

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change

Any changes will be made in consultation with the post holder and this Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures

Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975

Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately

PERSON SPECIFICATION

The person to be appointed to this post should be able to demonstrate the following:

Criteria	Essential	Desirable
Substantial experience working with children aged 2+		□
Qualified to minimum NVQ Level 2 or equivalent	□	
Paediatric first aid certificate		□
A good understanding and knowledge of Early Years Foundation Stage	□	
Experience of learning and development	□	
Excellent communication skills, both verbal and written	□	
To work in a professional manner and develop effective working relationships with managers, colleagues and Synagogue Representatives at all times	□	
Proven experience as a proactive team member contributing to the success of the wider team and organisational goals	□	
Keep all information relating to the Kindergarten confidential	□	
Knowledge of Jewish customs and practices		□
Empathy with The United Synagogue's mission and purpose	□	

GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
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