



Headteacher: Mr Mark Holdsworth

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Bowerdean Nursery School  
Gordon Road  
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## **JOB DESCRIPTION**

**POST:** Early Years Educator

**RESPONSIBLE TO:** Headteacher

**HOURS:** 37 hrs per week, term-time only.

### **Learning Environment**

Under the direction of the Nursery Teacher:

- To provide a safe, stimulating and friendly environment.
- To contribute to the attractive display of the children's work.
- To prepare the nursery areas for use, which includes preparing materials and setting out equipment, ensuring that equipment used is clean, safe, in good repair and appropriately stored.
- Clean and put away materials and equipment after each session. Tidy rooms and associated areas. To be systematic in the storage of all equipment.

### **Working with Pupils**

Under the direction of the Nursery Teacher:

- To work with and support individuals or groups as appropriate, to be aware of the needs of each child and of the need to organize the learning environment.
- To be a key person responsible for monitoring children's learning.
- To contribute to discussion and monitoring of individual children's progress, development and achievements, sharing observations and keeping agreed records ensuring that confidentiality is maintained at all times.
- To support children in working within the Early Years Foundation Stage Curriculum through experiences appropriate to their individual needs.
- To care for the safety of the children by following appropriate health & safety policies and procedures.

- To assist children:
  - with toileting
  - with the attainment of personal hygiene skills
  - with the removal and replacement of clothing
  - who require cleaning and/or changing following sickness/soiling
- To care for children with minor injuries as directed by the Teacher.
- To follow child protection procedures, refer children who may be “at risk” to the designated member of staff.

## **Personal & Professional Responsibilities**

### Under the direction of the Nursery Teacher:

- To be aware of the school’s aims and support the maintenance and development of the positive school ethos.
- To work as an active member of the early years setting team and relate positively to the children.
- To form good relationships with the children, parents and professionals.
- To respect the confidentiality of all information related to children, their families and/or school life.
- To contribute to the School Improvement Plan.
- To be aware that young children learn most effectively if they can become involved in first hand real life experiences with well-planned play.
- To attend relevant courses/training to develop expertise and broaden awareness.
- To participate with the school’s appraisal process.
- To be aware of issues of inclusion when planning activities across the curriculum.
- To attend regular staff meetings.