

### Job Description

<b>Job Title</b>	Nursery Plus Practitioner		
<b>Location</b>	Devon		
<b>Reporting to (job title)</b>	Nursery Plus Teacher		
<b>Service/Section/School</b>	Children and Families/ EYCCS / Base School		
<b>Effective date</b>	01.01.23		
<b>Evaluated Grade</b>	E	<b>Job Number</b>	G.1622-1

### Job Purpose:

Nursery Plus has 12 bases across Devon and delivers outreach support to early years education settings for children with additional needs and SEND. This role works within one of the 12 bases as part of a team which includes a Nursery Plus teacher and two practitioners to deliver this provision across an allocated geographical area.

This role directly impacts on supporting early intervention for children with additional Needs and SEND prior to starting school and aims to reduce the number of children needing further support when starting in reception.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Main duties and responsibilities:

To be responsible for the management and development of a specialist area within the nursery plus service and independently visit and support early years settings to develop their practice to meet the needs of individual children

### Deliver Nursery Plus Provision:

To compliment the professional work of assigned Nursery Plus teachers by taking responsibility for a case load of children to provide appropriate learning activities under an agreed system of supervision.

- Support the referral process and allocation of caseload and weekly timetable of outreach support
- Independently plan, prepare, and deliver learning activities including preparation of resources for individuals and groups of children with additional needs and/or SEND both within the base Nursery class and in outreach settings.
- Identify and assess areas of need, set targets, and provide practical interventions to support children's learning and development
- Monitor starting points, progress, and outcomes for all children on case load and provide regular records to the Nursery Plus teacher
- Follow the Nursery Plus Safeguarding policy and act on any concerns in line with the policy

### Supporting Setting Staff

Provide a coaching and mentoring role to support all staff to develop their practice in supporting children with additional needs and SEND in outreach settings allocates as part of the case load of children

- Work with setting staff to build an understanding of a child's needs, agree targets and consider how to support their learning and development through specifically planned activities and interventions
- Work closely with the setting SENDCo to support inclusive practice and ensuring the needs of the individual child are met
- Support setting staff to implement and continue interventions when Nursery Plus staff are not at the setting
- Develop staff awareness and understanding of strategies that will support the inclusion and learning and development of the children on the case load
- Support settings to implement advice from specialist services such as Speech and Language Therapy or Communication and Interaction Team

### **Partnership and Multi-agency working**

- Engage sensitively and supportively with the parents of Nursery Plus children
- Support settings to act as the first point of contact with parents and support them to manage tricky conversations as required
- To work with other agencies to ensure children's needs are met and referrals to appropriate services are made and followed up
- Link with other early years inclusion teams including Early Years Complex Needs team where appropriate
- Attend meetings to support wider agency engagement including early help and TAF meetings
- Liaise with school SENDCo's and attend meetings to support transition to school where required
- Complete or support the completion of referrals and requests for funding and write reports as required

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list, and the duties may be varied from time to time which do not change the general character to the job, or the level of responsibility entailed.

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management of people	<ul style="list-style-type: none"> <li>• Work effectively within the Nursery Plus team and base nursery</li> <li>• Build relationships with outreach setting staff – recognising that they work for other organisations</li> <li>• Able to support staff to develop practice and support children’s learning and development through coaching and mentoring approaches</li> <li>• Able to manage the upkeep and maintenance of resources in conjunction with other staff</li> <li>• Able to challenge practice and support improvement in settings outside direct work base</li> </ul>	Experience of managing a team in an early years setting including induction, supervisions, and appraisal.	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Reference</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Extensive proven experience of working with children of relevant age in an early learning environment.</li> <li>• Experience of working with the EYFS and other relevant learning programmes and strategies including assessment, planning and implementation of activities.</li> <li>• Experience of working as a key worker with a group of children</li> <li>• Experience of working with children with additional needs and/or SEND</li> <li>• Experience working as part of a team.</li> <li>• Experience of working with other agencies and professionals.</li> <li>• Knowledge and understanding of the type of external support that is available to support children and their families and how to access these services.</li> </ul>	<ul style="list-style-type: none"> <li>• Management experience including staff supervision</li> <li>• Experience of working in a school environment</li> <li>• Experience of working as a setting SENDCo</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>• Practical task and assessment</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>• Ability to independently plan effective learning and development programmes, learning activities and interventions and seek guidance where needed</li> <li>• Ability to work independently using own initiative.</li> <li>• Ability to self-evaluate personal learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults including other professionals, carers, and</li> </ul>	Ability to assess and identify children’s learning needs	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>• Practical task and assessment</li> </ul>

	<p>parents.</p> <ul style="list-style-type: none"> <li>• Ability to demonstrate and promote good practice in line with the ethos of the Nursery Plus service.</li> <li>• Ability to reflect on learning and care needs and use this knowledge to affect children's outcomes – for example in planning, procurement of resources, Educational Plans, and communication with parents.</li> <li>• Have a consistent approach with children and parents.</li> <li>• Organise own time and manage weekly diary</li> <li>• Write formal reports and notes of meetings</li> <li>• Have a firm commitment to the protection and always safeguarding of children.</li> </ul>		
Communication	<ul style="list-style-type: none"> <li>• Can communicate effectively with adults and children</li> <li>• Keep written records of children's achievements including observations, planning, assessments, and records.</li> <li>• Write formal reports and notes of meetings</li> <li>• Ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>	Ability to promote and market the service to the wider community.	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>• Practical task and assessment</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• To work constructively as part of a team to understand nursery/foundation stage unit roles and responsibilities and own position in them.</li> <li>• Have a calm, consistent approach and be warm, welcoming, and personable.</li> <li>• Able to maintain confidentiality.</li> <li>• Ability to be flexible and adaptable</li> <li>• Build relationship with a wide range of professionals and family members</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>◦ Practical task and assessment</li> </ul>
Strategic Thinking	Contribute ideas at Nursery Plus meetings for developing the early years' provision, this may include contributing to the writing of policies and the school development plan.		<ul style="list-style-type: none"> <li>• References</li> <li>◦ interview</li> </ul>
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Ability to utilise ICT effectively to maintain administrative and record-keeping processes</li> <li>• Ability to use ICT effectively to manage agile working approaches including online</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>• Practical task and</li> </ul>

	<p>meeting platforms, Teams, and SharePoint</p> <ul style="list-style-type: none"> <li>• Ability to effectively use ICT to support children's learning, including use of the internet for researching learning programmes, etc</li> </ul>		assessment
Education and Training	<ul style="list-style-type: none"> <li>• A full and relevant level 3 qualification.</li> <li>• Numeracy and literacy skills at least equivalent to level 2 of the National Qualifications Framework.</li> <li>• Attend CPD opportunities and keep up to date with current research and development in EYFS and SEND.</li> <li>• Full working knowledge of relevant policies and legislation.</li> <li>• Working knowledge of Early Years Foundation Stage curriculum and other relevant learning programmes and strategies.</li> <li>• Understanding of principles of child development and learning processes and in particular barriers to learning.</li> </ul>	<ul style="list-style-type: none"> <li>• A higher-level qualification (level 4, 5 or 6) in a management or childcare related discipline or be actively working towards this.</li> <li>• Requirement to participate in training or development as and when identified by line manager as essential for performance of the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>• Practical task and assessment</li> </ul>
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality, and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards		

