



THE
MARIST
SCHOOL
ASCOT

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: Nursery Room Lead – Qualified Nursery Practitioner

Reporting to: Head of Pre-Prep

Purpose of Role: Support the delivery of an appropriately broad, balanced, relevant and differentiated curriculum for Nursery pupils. Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.

Status of Role: This is a permanent full-time appointment

Key Tasks and Accountabilities:

- Take the lead in planning and delivering engaging, age-appropriate activities for children aged 2-4.
- Support children's development through structured and play-based learning experiences.
- Work closely with families, providing regular feedback and leading parent meetings.
- Make the most of the school's beautiful outdoor setting, encouraging learning through nature and exploration.
- Guide and inspire your team, ensuring a warm, supportive, and stimulating environment.
- Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning.
- Keeping subject knowledge up to date.
- Contributing to the development of the learning approaches and creating and developing department resources.
- Contributing to team planning.
- Contributing to the implementation of new developments.
- Attending team/staff meetings as part of directed time.
- Contributing fully to the extra-curricular programme within the school.
- Undertake duties to supervise the pupils as part of the school rotas.
- Demonstrate excellent practice in teaching.
- Use the outdoor and indoor environment to enhance practical learning experiences.
- Carry out teaching duties in accordance with the school's schemes of work.

Feet on the ground. Reaching for the stars.

- Support in setting targets for pupil progress and attainment.
- Provide feedback in line with school expectations.
- Use the online system to observe, record and report on development and achievements in line with the Early Years Framework.
- Work within the Code of Practice relating to Special Educational Needs.
- Support the aims and ethos of the school as identified in the School Development Plan and School Prospectus.
- Ensure awareness of national developments relevant to Early Years and current best practice.
- Promote and model good relationships with pupils, colleagues and parents.
- Participate in staff training and take a lead in own professional development.

Ad Hoc Tasks

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

Qualifications

- Level 3 or above qualification in Childcare (or equivalent).

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

Safeguarding and Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

All staff are expected to read and abide by the requirements of the School's policies and risk assessments which are found in the Policies & Risk Assessment Team.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and to co-operate with the Bursar, Operations Manager, Principal and Governors to enable them to perform or comply with their duties under statutory health and safety provision.

Appraisal

The post holder will be part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School will support the continuing professional development of all staff. Staff are responsible for their own continuous professional development and must participate fully in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.