

# Broomhill Nursery

## Job Description- Support Worker

The Practitioner is responsible to the Practitioner, Lead Practitioner and Senior Management.

### Job Purpose

As a member of a team, to be fully involved in and contribute to the overall ethos and the work of the nursery, helping to contribute to the highest standards of care and education of the children.

### Major Tasks

You are expected as a member of a professional team:

- To adhere to the Policies and Procedures of Broomhill Nursery in compliance with the Children Act, Health and Safety legislation and within the guidelines of the Care Commission, Scottish Social Services Council and the Local Authority. Ensuring that confidentiality and Data Protection are maintained in the Nursery.
- To use your professional skills to assist those of the team in the planning, implementing and evaluating of the Birth to three and the Curriculum for Excellence.
- To observe and interact with children in order to support their learning and to contribute to the record keeping of children's progress and completion of reports..
- To collaborate with others involved in children's learning (Parents, carers, health visitors etc) at all time maintaining confidentiality.
- To keep abreast of current thinking by undertaking continuing professional development.
- To participate in all aspects of team work within the Nursery including assisting with the training of colleagues and students, preparation, care, cleanliness, hygiene and maintenance of the playrooms, equipment and resources, and contributing to staff discussions and consultations.
- To attend staff meetings and Parents Evenings.

### **Duties typically include:**

#### **Planning, implementation and evaluation of the nursery programme**

- Contributing to short, long term and mind mapping planning.
- Supporting the children in planned, child initiated and adult led learning activities.
- Assisting with the setting up of challenging and stimulating learning situations indoors and outdoors to help the children develop skills of sharing, co-operating, organising and problem solving
- Assisting with the monitoring the provision of the curriculum.

#### **Observation and Interaction**

- Listening , talking and responding to children in a range of learning contexts
- Providing encouragement, giving help when needed and showing appreciation of children's efforts

- Recording relevant observations of children's progress and achievements to share with parents, staff and others.
- Supporting the positive Management of children's behaviour.

### **Collaboration with others**

- Welcoming children, parents and carers as part of induction and throughout their time in nursery.
- Using arrival and departure times to relate warmly to parents/carers and share information.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular challenging situations where racism or discrimination is displayed.
- Helping to implement individualised programmes for children who may have additional support needs.

### **Professional Development**

- Attending Mandatory training ( which may be out with working hours) such as Child Protection, First Aid etc, workshops, training courses and conferences to ensure you are continually building on your professional development and skills.( Travel costs to and from external training will be your responsibility to meet.) Be responsible for keeping their own CPD file in order.
- Using the library of Books, Nursery World, Nursery Education, SSSC and Care Commission Documentation to extend your knowledge and understanding.

### **Team Responsibilities**

- Assist in the training of students from various agencies by:
- Introducing the students to the children, parents and other staff
- Explaining the range of resources available and where they are situated
- Sharing your own area of expertise or specialised knowledge
- Providing a good role model and helping new staff and students to fit into the nursery. As part of Peer support system you will have buddy responsibilities.

Preparing materials/resources (craft area, home corner etc) in such a way to enable children to make clear and thoughtful choices.

Displaying collections of items, provide sensory boxes to encourage and extend children's investigations and questions.

Using clearing and tidying routines as opportunities for adult/child interaction and children's learning.

Supervising meals and mealtimes and where appropriate, preparing children's snacks, meals and bottles.

Carrying out risk assessments and safety checks of the building and play equipment before and after use.

Undertaking such domestic chores as necessary for the efficient running of the nursery.