



TUFFKID INTEGRATED NURSERY

JOB DESCRIPTION - NURSERY KEY WORKER

(To be considered in conjunction with Terms of Employment)

Responsible to: Head of Nursery

A GENERAL

Kisharon Langdon is a dynamic organisation caring for over 120 learning disabled people in a number of services. These include the integrated Nursery, Day School, College, Business Enterprise and Residential provision. Whilst open to all Jewish people, we have an Orthodox Jewish ethos and our philosophy mirrors the home life of our service users, many of whom come from religious families.

The Staff of Tuffkid Nursery must reflect the KISHARON LANGDON POLICIES AND ETHOS.

Tuffkid will endeavour to offer the children a broad and balanced Jewish and secular Early Year's education, plus a full range of therapies as needed and various activities to enhance the social and emotional growth and welfare of the children.

B CHILDREN

- 1) To be prepared and willing to assist (under supervision) with any child in the nursery class regardless of the severity of their disability.
- 2) To act as key worker and focus on specific children's needs, as required.
- 3) To assist the Head of Nursery in all aspects of the work as required.
- 4) To be fully aware of and to put into practice all health and safety and safeguarding procedures.
- 5) To follow any behaviour modification programmes.
- 6) To have an understanding of child development.
- 7) To be aware of child's therapy and other needs from class file and to follow the Early Years Foundation Stage (EYFS) guidelines.
- 8) To carry out observations, assessments, learning stories and keep profiles up to date.
- 9) To carry out SEN plans and the relevant paperwork as instructed by the Head of Nursery.

C LIMMUDEI KODESH – JEWISH STUDIES

- 1) To work with the Head of Nursery to teach the children Sedra (Bible stories) and help them to produce art and craft work based on the Sedra and other Jewish Festivals.
- 2) To ensure that the policies concerning the religious ethos of the nursery are upheld at all times.
- 3) Be able to teach or assist with teaching Davening/prayers and develop understanding of Brachos/blessings.

D CLASSROOMS

- 1) To know and follow the policies on care of the classroom and to carry out the policy in all details.
- 2) To help prepare for each session and to clear away after the session.
- 3) To ensure that the nursery is clean, tidy, clutter free, attractive, interesting and safe for the children.
- 4) To document and record all parts of the work for which you are responsible.
- 5) To carry out risk assessments.

E CONFIDENTIALITY

To be totally confidential as follows:

- 1) To refuse to discuss nursery matters with parents out of the nursery.
- 2) Not to work with our children on a private basis.
- 3) To discourage evening telephone conversations with parents.
- 4) To refuse to discuss the children with anyone not involved with that child professionally.
- 5) To immediately discuss with the Head of Nursery if the above details are difficult to follow.

F GENERAL

- 1) To pay strict attention to the Tuffkid dress code and no smoking policy.
- 2) To attend a weekly staff meeting on Tuesdays (8.35am or when necessary).
- 3) To be punctual and arrive on time to prepare the nursery.
- 4) To show understanding, respect and consideration to the children and to be a good role model.
- 5) To participate in relevant professional development.
- 6) To undertake any other reasonable duties as required by Kisharon Langdon and the Head of Nursery.

G WORK HOURS

- 1) Holiday entitlement as designated Nursery holidays.
- 2) Hours of Working are: 5 days per week, term time only

PERSON SPECIFICATION

	Essential	Desirable	How this will be measured
Willing to work towards NVQ3, EYTS, NNEB or other relevant qualification	X		Application form Qualification certificates
Experience of working with special needs children		X	Application form Interview
Knowledge, or commitment to learn, and adherence to safeguarding procedures	X		Training certificates Interview
Knowledge of the Early Years Foundation Stage (EYFS)	X		Application form Interview
Ability to communicate effectively both orally and in writing, with other staff, parents and other professionals	X		Application form Interview
Ability to be self motivated and use personal initiative within a structured framework	X		Application form Interview
Ability to work well under pressure	X		Application form Interview
Strict adherence to our policy and legal obligations regarding confidentiality	X		Application form Interview
Support the Kisharon Langdon policies uphold the religious ethos of the nursery at all times.	X		Application form Interview
Ability to deliver the Kodesh curriculum to the children.		X	Application form Interview
Ability to pay attention to details and record children's progress accurately	X		Application form Interview
Ability to carefully maintain and keeping nursery resources tidy	X		Application form Interview
First Aid Training		X	Qualification certificates
Reliable	X		Application form Interview
Punctual	X		Application form Interview
Trustworthy	X		Application form Interview
To have a good standard of spoken and written English	X		Interview Written test



For the successful candidate, all of the above specifications will be measured during the probationary period and on an ongoing basis through Kisharon Langdon’s supervision and appraisal procedures.

KISHARON LANGDON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

This job description has been received and agreed by:

Name:

Signature:

Date: