

<b>Position Title</b>	<b>Foundation Stage Worker</b>		
<b>Location</b>	<b>Maintained Nursery, Foundation Stage Unit, School</b>		
<b>Reporting to</b>	<b>Kate Emptage</b>		
<b>Position Number(s)</b>			
<b>Grade</b>	C		
<b>Directorate/Section/School</b>	Monkleigh Primary School		
<b>Effective date of JD</b>	Sept 2025	<b>JE Job Number</b>	G.1755

**Context:**

This job description is designed for use in a school setting within either a nursery class or a foundation stage unit generally where there are large pupil numbers, and / or two, three and four year olds. ). The post holder would work under the supervision of a qualified teacher and alongside a Foundation Stage Practitioner who possesses a minimum of a full and relevant level 3 qualification.

**Job Purpose including main duties and responsibilities:**

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Work under the guidance of the teaching and senior staff using experience and expertise in Early Years, Care and Learning, in an agreed system of supervision.

**Main Duties & Responsibilities:**

- implement agreed practice with individuals and groups of children, inside and outside the nursery or foundation stage unit
- work with the teacher and senior staff in the observation, assessment and planning cycle and to manage and prepare resources
- Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
- Supervise children outside usual school hours, including before and after school and at lunchtimes as required.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff.

**Person specification:**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management of people		•	•
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age in an early learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults including other professionals, carers and parents.</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school indoors and out doors.</li> <li>• Firm commitment to protecting and safeguarding children at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent approach with children and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Practical Task/Assessment</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Have sufficient understanding and use of English to ensure the well-being of children in their care</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to promote and market the service to the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Work constructively as part of a team.</li> <li>• Understand nursery and foundation stage unit roles and responsibilities and your own position in them.</li> <li>• Calm, consistent approach and ability to be warm, welcoming, personable and empathetic.</li> <li>• Able to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies and codes of practice and awareness of relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
Strategic Thinking	•	•	◦
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Ability to use other technology to support learning such as video and photocopier.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively use ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities as needed</li> <li>• Commitment to lifelong learning with emphasis on literacy and numeracy skills.</li> <li>• A full and relevant level 2 qualification</li> <li>• Safeguarding awareness or the ability to work towards</li> </ul>	<ul style="list-style-type: none"> <li>• Numeracy/literacy skills (at least equivalent to level 2 of the National Qualifications Framework)</li> <li>• Paediatric First Aid or Emergency Paediatric First Aid</li> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>

Professional Registration	◦	◦ Certificate/Registration
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.	◦