



Job Description

- Job Title:** Level 2 Early Years Practitioner
- Location:** Chiddingstone Nursery School CIO, Chiddingstone Castle, Hill Hoath Road, Chiddingstone, Edenbridge, Kent, TN8 7AD
- Reporting to:** Nursery Leader and Business & Finance Manager
- Job Responsibilities:** To work as part of a nursery team under the direction of the Nursery Leader and contribute to plans to ensure the nursery meets their stated aims. To provide children with a safe, secure, caring and supportive environment and work with individual children and/or in small groups under the direction and supervision of the leader. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and behaviour management. Deliver learning opportunities to foster growth and development through high quality education and care within the nursery environment. To work with and support colleagues with special attention being paid to fostering positive behaviour and emotional wellbeing.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to leader.
- The post holder must have good communication skills to be able to inform, inspire and motivate children and provide feedback to other professionals and parents as required.

Duties & Responsibilities

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To contribute to the planning, development and delivery of the EYFS stage to meet all learning interests and needs of children, extending them when necessary. To contribute to the review and further development of the EYFS curriculum and the nursery environment.
3. To be responsible for organising the environment inside and outside to ensure that resources and equipment are available and appropriate to meet the needs of the individual children to support their physical, emotional, social and intellectual development. These activities will consider children's abilities, interests, language and cultural background.
4. To act as a key person to a small group of children, liaising with parent/carers to ensure that the individual child's needs are recognised and met. Be responsible for their key children's digital profiles, making sure that they are kept up to date, regular observations are undertaken, and

next steps planned. To provide constructive, objective and accurate feedback, reports for parents and other professionals on children's achievements, progress and nursery statutory related matters.

5. To support the nursery's commitment on child protection and the safeguarding of all children in all aspects of the care and service of the nursery.
6. To support and promote the inclusion of all children.
7. To work as an effective member of the nursery team.
8. To adhere to nursery policies and procedures to ensure high standards are maintained within the nursery. Be aware of procedures relating to child protection, health and safety, security and confidentiality and carry out duties to maintain children's safety in the regard of reporting all concerns to the leader to ensure children's well-being.
9. To advise the nursery leader of any concerns regarding the children, parents, e safety, personal suitability to work with children or the safety of equipment or environment, preserving confidentiality as necessary.
10. To establish positive and sensitive relationships with all children, act as a role model and set realistic, achievable targets and have high expectations for all children.
11. To meet the physical needs of children, encouraging good standards of personal hygiene, whilst promoting supporting independence.
12. To provide support for the children's emotional and social needs by implementing the principles of the nursery positive Behaviour Policy and role modelling high standards in all aspects of their role and personal contact.
13. To encourage children to interact and work co-operatively with others.
14. To be proactive in your own continued professional development. To attend staff meetings, in house training sessions, external training and performance development as required.
15. To keep completely confidential any information regarding the children, their families or other staff acquired as part of this position, as set out in the staff code of conduct and be an ambassador for the nursery both within the setting and in the wider community.
16. To develop and maintain strong parents/carers partnerships, ensuring regular communication and interaction.
17. To have the overview of safeguarding issues and ensure knowledge of safeguarding guidelines and procedures are kept up to date.
18. To carry out any other reasonable duties as directed by the Nursery Leader, Business & Finance Manager and Management Trustees in accordance with the day to day running of the nursery, nursery improvement plan, Ofsted guidance and statutory regulations.

19. Due to the nature of this job, candidates will be subject to UK eligibility checks together with Enhance Disclosure and Barring Service (DBS) checks.
20. To disclose any conviction, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the nursery). To disclose any changes in medication that may affect their suitability to work with children.

Person Specification

Essential Criteria

- Minimum of NVQ Level 2 qualification or equivalent in Early Years and Childcare development.
- Good standard of education with numeracy and literacy skills at GCSE level 4 (or equivalent).
- Previous experience in an early years and childcare setting (at least 12 months).
- Excellent communication skills with a focus on reflective practice, engaging in a process of continuous adaptation and learning.
- Passion for making learning fun and engaging for each child.
- Strong knowledge and understanding of safeguarding, Child Protection and the wider legislative requirements for working with children.
- Excellent knowledge and understanding of child development and the EYFS.
- Ability to build trust and strong working relationships with both colleagues and parents.
- Ability to use a variety of techniques to clearly and successfully communicate with both children and adults.
- Child Workforce Enhanced DBS
- Proven ability to work as part of a small team (team player).

Desirable Criteria

- Previous experience in a nursery
- Possess or be willing to obtain Paediatric First Aid Certificate.
- Possess or be willing to obtain Safeguarding training.
- Possess or be willing to obtain Prevent training.
- Possess or be willing to obtain Food Hygiene Level 2.
- Can relate well to children, adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- Ability to use basic technology (computer, tablet, digital camera etc).

Organisation (Not Line Management Responsibilities)

Management Committee
Nursery Leader
Business & Finance Manager
Deputy Leader
IT Manager
Nursery Assistant (Qualified or Unqualified)