



Job Description for Early Years Practitioner

Main responsibilities:

To deliver a high standard of learning, development and care for children aged 2-5 years.

To ensure that the preschool nursery is a safe environment for children, staff and others.

To develop partnerships with parents/carers to increase involvement in their child's development.

To be responsible for any tasks delegated by the Nursery Teacher

Main activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the preschool nursery meets Ofsted requirements at all times.
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incidents, risk assessments
- To liaise with parents/carers as required, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).



Person Specification for Early Years Practitioner

Education & Qualifications

Essential

Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.

Desirable Criteria

Food Hygiene Certificate

Paediatric First Aid

Experience/ Knowledge

Excellent working knowledge of the Early Years Foundation Stage

Knowledge and proven practical experience of implementing good quality learning opportunities.

Recent experience working in a Preschool /Nursery setting

Skills & Attributes

Empathy and understanding of children under five.

Excellent verbal and communication skills with children and parents.

Ability to write reports and keep clear and accurate records.

Excellent organisational skills

Administrative and basic IT skills

Calm and caring nature

Ability to work as part of a team

Able to work on own initiative

Personal Qualities

Reliable, enthusiastic and flexible

A commitment to quality in all areas, with a high level of motivation and enthusiasm

A creative thinker

A good sense of humour