**Job description – Early Years Practitioner.**

**Operational**

* Supporting and liaising with the Management Team and Directors where required, on a daily basis
* To provide a safe, happy environment which promotes and encourages a sociable, welcoming and caring atmosphere for children, staff parent/carers and visitors involved within the setting.
* To maintain security, with regards to visitors entering the building. (Refer to the procedure for use of the visitors book and the door policy).
* Working within the required standard, ratios and conditions of in accordance with OFSTED registration.
* Adhering to all Little Oaks Policies and Proceduresand reviewing them on a regular basis to ensure understanding and effective implementation.
* Possessing a thorough knowledge of Ofsted day care standards and effectively implementing these requirements.
* Implementing the Safeguarding / Child Protection Policies and Procedure. To refer to them and review on a regular basis to ensure full understanding and effective implementation.
* To have sound knowledge of the Early Years Foundation Stage Framework (EYFS 2024). To ensure that each child develops within a stimulating environment and that planning is individual, differentiated and developmentally appropriate for each individual child within the setting.
* Completing children’s developmental and observation records and to ensure that Learning journeys are maintained and kept up to date, working in line with the Early Years Foundation Stage Framework (EYFS 2024)
* Ensuring the environment offers opportunities and experiences, which reflects the equality and cultural diversity of all children
* Ensuring close supervision of children during all meal times and adhering to the allergy and dietary requirements of each individual child attending the setting.
* To support the Management Team and Directors in organising and attending events that publicise Little Oaks, these may include fundraising, charity events and stay and play sessions.
* To support the Management Team and Directors in developing and maintaining links within the local community, neighbouring educational settings and outside professional agencies.
* To support the Management Team and Directors in establishing and maintaining successful and professional partnerships with parents/carers
* Any other duties that may arise, appropriate to the post as directed by a member of the management team.

**Personnel**

* Supporting students, volunteers and regular visitors to the nursery. This may include becoming a student/new employee mentor.
* Providing a positive role model to colleagues, students and visitors to the nursery and demonstrating high quality practice.
* Attending regular staff meetings, out of hours (time will be reimbursed)
* To Attend regular training (externally or in house)