



## JOB DESCRIPTION

- Job title:** Early Years Practitioner
- Responsible to:** Managers and Deputy Managers, Room Leaders and Assistant Room Leaders.
- Purpose of job:** To work as a key person and as part of the Nursery, Pre-School or Out of School team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Safeguarding requirement:** Towers Tiny Tots is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### Main duties:

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
2. To help to set up for the daily program and to help tidy away at the end of the session.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. To work in partnership with parents/carers and other family members.
5. To advise the Manager of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow child protection and safeguarding procedures.
9. To support meal times within the setting.

10. To attend and actively participate at meetings within opening hours and also out of hours of the setting as required. These meetings include team meetings, parents' evenings, supervision meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for personal development.
12. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job, including complying with the requirements of the General Data Protection Regulations.
13. To adhere to the settings policies and procedures.
14. To ensure that adequate records are kept and updated regularly.
15. To undertake any other reasonable duties as directed by the Committee or Managers, in accordance with the settings business plan and objectives.

**Additional information:**

- It is in the nature of the settings that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way and when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken.
- Towers Tiny Tots may ask you to provide staff cover at a different setting within the group.
- DBS; this post is subject to an enhanced criminal record check by the Disclosure and Barring Service.
- Probationary period: All posts within Towers Tiny Tots are subject to a six month probationary period.
- This post is exempt from the Rehabilitation of Offenders Act 1974. Staff must be prepared to disclose any convictions they may have had and any orders which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Person specification:**

*Essential criteria*

1. Willingness to learn and undertake further training.
2. Level 2 early years education and childcare qualification or equivalent, or a commitment to obtaining a level 2 or 3 qualification.
3. Previous experience of working with young children.
4. Sound knowledge of child development from birth to five years.

5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of safeguarding and child protection procedures.
7. Good communication skills.
8. An understanding of play-based approaches to children's learning and development.
9. A commitment to continuously promote a culture of safeguarding.
10. A commitment to equal opportunities.
11. A commitment to working effectively with young children and families.
12. A friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. Level 3 early years education and childcare qualification or equivalent
2. Current First Aid at Work qualification