

Job Description

School: Westlands Nursery

Job Title: Early Years Practitioner

Grade: SAT Band 3

Responsible to: Room Leader

Purpose of the Job:

To work with the whole team to contribute towards providing quality education and care for children from 3 months to 5 years of age, developing partnerships with parents/carers to increase involvement in children's education. Ensure that, as a team member, the facility meets required standards as laid down by the Ofsted Early Years Directorate.

Main duties and responsibilities (Accountabilities):

The duties of an Early Years Practitioner (NVQ Level 3) include:

- 1 Planning and providing a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.
- 2 Acting as a key person to a group of children.
- 3 Developing strategies to include parents/carers in the raising of children's achievements.
- 4 Working within the Children Act and local guidelines and standards.
- 5 Planning and preparing exciting play opportunities that meet the children's development needs and stimulates their learning. This is to include completing and evaluating task sheets for activities etc.
- 6 Establishing and maintaining positive relationships with children and their families in a way that values parental involvement.
- 7 Observing and assessing children's development and keeping accurate records of their development which is updated monthly and that are relevant.
- 8 Providing a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- 9 Working effectively as part of a team using initiatives, sharing information and being flexible whenever necessary.
- 10 Working within the agreed framework of policies and procedures within the Nursery.
- 11 To be flexible within working practices of nursery. Be prepared to support where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, etc. Also flexibility with regards to working in different rooms as and when required to ensure effective operation of the nursery.

- 12 Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the nursery are fulfilled.
- 13 To respect and maintain confidentiality in relation to children, families, staff and the nursery.
- 14 Ensuring that Child Protection policies and procedures are adhered to at all times.
- 15 Undertaking First Aid training and food hygiene training as required.
- 16 Being responsible for Nursery resources and reporting loss/damage or low stocks to the Room Leader.
- 17 Carrying out duties and responsibilities of the post with regard to the Equal Opportunities Policy.
- 18 Attending and participating in staff meetings and planning and development days.
- 19 Participating in supervision and staff development processes in support of personal development.
- 20 Helping and supporting students/volunteers on placement.
- 21 Undertaking training as appropriate to meet any changes in standards or appropriate legal requirements or what is deemed necessary by the management.
- 22 'Acting up' in the absence of the Room Leader if appropriate.
- 23 Acting as an ambassador for the organisation and maintaining a positive image of its aims and objectives.
- 24 Being responsible for the proper use of equipment, furnishings and provisions required in the course of activities in accordance with the Health and Safety & EEC Directives.
- 25 Being familiar with and complying with the Nursery's policy on health, safety & welfare (as set out in the Health and Safety at Work Act 1974), bringing to the attention of senior staff, and health and safety requirements which become obvious. In the event of any immediate danger to take appropriate action to reduce risk of physical danger to children, parents, visitors or staff.
- 26 Undertaking any other responsibilities as may be deemed necessary at the direction of their Room Leader, Deputy or Manger.
- 27 All staff are expected to be punctual and ready to start as their contracted hour's state.
- 28 All staff will be issued with a locker and key for personal belongings.
- 29 All mobile phone must be kept in the manager's office (area provided) and may be accessed during lunch breaks or at the manager discretion.
- 30 All rooms have a rota system in place. It is staff's responsibility to check daily what their tasks are for that day.
- 31 Projects/tasks must be prepared and handed to the room leader at least 24 hours before the activity is due to commence.
- 32 There may be times that Staff WILL be expected to attend staff meetings and training outside of contacted hours.

The above job description may be reviewed and/or amended at any time but, before this happens, you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Organisation

Headteacher/Deputy Headteacher

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Nursery Manager

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Room Leader

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Early Years Practitioner

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Early Years Practitioner (Level NQV 3)

Grade: SAT 3

Experience	<p>Knowledge of current and relevant guidelines and legislation.</p> <p>Knowledge and understanding of child development.</p> <p>Ability to work creatively to meet the needs of the children and families.</p> <p>Able to work with parents/carers to effect change.</p> <p>Able to plan activity programmes to stimulate learning and development, based on observation.</p> <p>Ability to work effectively as a member of the staff team.</p> <p>Ability to communicate effectively with children, parents/carers and other professionals.</p> <p>Commitment to working in an anti-discriminatory way to ensure quality of opportunity.</p> <p>Policy implementation in respect of health and hygiene, child protection and special needs requirement.</p>
Skills and Abilities	<p>Excellent written and oral communication skills and the ability to communicate effectively at all levels.</p> <p>Good knowledge of the Early Years Foundation Stage Curriculum.</p> <p>Able to interact effectively with parents/carers.</p> <p>Good organisational skills.</p>
Personal qualities	<p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p> <p>Flexible approach to working.</p> <p>Ability to perform under stress.</p> <p>A creative thinker.</p> <p>A sense of humour.</p>