

## Job Description

<b>Job Title:</b>	Early Years Practitioner
<b>Grade:</b>	SAT 3
<b>Reports to:</b>	Nursery Manager
<b>Responsible to:</b>	Room Leader
<b>Version:</b>	November 2020

### **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 Ofsted Early Years.

### **Main duties and responsibilities (Accountabilities):**

The duties of an Early Years Practitioner (NVQ level 2 or 3) include:

- Planning and providing a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.
- Acting as a key person to a group of children.
- Planning and preparing exciting play opportunities that meet the children's development needs and stimulates their learning.
- Establishing and maintaining positive relationships with children and their families in a way that values parental involvement.
- Observing and assessing children's development and keeping accurate records of their development using our 'Family' App.
- Providing a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- Working effectively as part of a team using initiatives, sharing information and being flexible whenever necessary.
- Having a good understanding of and complying with policies and procedures within the Nursery, including Child Protection, Equal opportunities, Health and Safety etc.
- To be flexible within working practices of nursery and be prepared to support where needed,

including sharing the responsibility of certain domestic jobs within the nursery, e.g. preparation of snack, cleansing of equipment, laundry, etc. Also flexibility with regards to working in different rooms as and when required to ensure effective operation of the nursery.

- Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the nursery are fulfilled.
- To respect and maintain confidentiality in relation to children, families, staff and the nursery.
- Participating in supervision and staff development processes such as appropriate training to meet any changes in standards or appropriate legal requirements or what is deemed necessary by the management.
- Acting as an ambassador for the organisation and maintaining a positive image of its aims and objectives.

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.

## Person Specification

<b>Job Title:</b>	Early Years Practitioner
<b>Grade:</b>	SAT 3

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Level 3 qualification in Childcare or equivalent	Is First Aid trained or is willing to undergo training.
<b>Experience</b>	<p>Experience in a school, or other child based provision</p> <p>Experience of planning age appropriate activities to stimulate learning and development, based on observation.</p> <p>Experience of working creatively to meet the needs of the children and their families</p>	Experience of working in a nursery provision
<b>Knowledge &amp; Skills</b>	<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 children, parents/carers and other professionals.</p> <p>Ability to work effectively as a member of the staff team.</p> <p>Good organisational skills.</p> <p>Knowledge of and ability to follow policies relating to health and hygiene, child protection and special needs requirements.</p> <p>Ability to work with parents/ carers to effect change.</p>	An understanding and knowledge of various need types and how to meet those needs.
<b>Personal qualities</b>	Understanding of the issues surrounding the	Is able to demonstrate flexibility.

	<p>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>	
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