

**Bapchild and Tonge CE (Aided) Primary School and Nursery**

Job Description: Early Years Practitioner

Responsible to: The Headteacher, Assistant Headteacher, Class Teacher, Nursery Room Leader, Governing Body of the school

Grade/Pay Range: KR3

MAIN PURPOSE: To provide high quality learning and lead children in their activities in the Nursery/School.

To use secure knowledge and experience of working with pre-school age children, including those with SEND, vulnerable and disadvantaged to support their learning across the foundation stage.

Responsibilities and Duties

Detailed below are the principle tasks and activities associated with your role. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery leadership will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards and on-going to assist you in your own personal development.

Professional Responsibilities

This involves:

* Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment
* Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety
* Work in partnership with early years professionals, for example Health Visitors and SEN services.
* Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant
* Participate in Nursery and whole school staff meetings
* Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery
* Support co-ordinators and leaders such as SENCO, Speech and Language, Forest School Practitioners in their roles.
* Attend training and development courses as directed by your leader or Assessor
* To promote at all times good relations between staff members, parents and children, and promote the quality ethos of the nursery.

Childcare and Curriculum

* Deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with nursery policy and guidelines.
* Observe each child’s progress and report on achievements, looking for progression and continuity alongside the Early Years Foundation Stage
* Uphold the Health and Safety expectations of keep the children safe
* Understand and participate in the key person system.
* To ensure that your key children profiles are up to date and maintained at the required quality level.
* Ensure that there a clear understanding of the settling of new children into your room as well as the transfer of children from the Nursery to school
* Ensure that you attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
* Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
* Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties. Ensure you have an up to date care plan for each child in your room.
* Action and monitor all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately.
* Ensure close monitoring of children about whom there are concerns.
* Carry out health and safety checks as required to ensure the room / nursery is tidy, safe, clean and secure for children, staff, parents/carers and visitors
* Participate in free flow systems. This aids children’s development in self-assurance, independence, making choices and self-selecting.
* Maintain attendance registers.
* Ensure children have adequate access to the garden and outside trips.
* Manage kitchen duties and procedures.
* Accept and manage medicine into the nursery using the Administering of Medicine Policy
* Cover for other staff as appropriate and as directed by leaders, especially given that unforeseen situation can occur when caring for children and recognising that the child’s welfare is paramount.

Parent and Carer Responsibilities

* Work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement in the nursery.
* Assist and attend parents meetings and open days.
* Ensure parents are familiar with the security and procedures surrounding drop off and collection. (passwords etc.).
* Ensure the parent and carer signs the register when dropping off or collecting their child.
* Provide feedback and daily reports to parents about their child’s day at the nursery.
* Inform parents when their child is sick or not their normal self.
* Ensure you know what is going on at home that may have an effect on the child’s behaviour or mood when they are at nursery.
* Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.
* Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.
* Keep the office informed of child absences or holidays. Ask parents about any likely absences.

Room and Premises Responsibilities

* To assist the room leader in ensuring that risk assessments for your room and other areas for which you are responsible are carried out in accordance with nursery policies.
* To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our ongoing objective.
* To assist the room leader in ensuring that resources for the room are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate.
* To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an ongoing resource plan.
* To clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason. To ensure the office is aware of cleaning that needs to be performed.
* To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
* To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children’s clothes and shoes, resources, cups, plates, utensils, food, drink etc
* To ensure displays are changed regularly and in line with themes and seasons.
* To ensure everything in the room that needs to be is appropriately labelled.
* To ensure that appropriate signage is displayed correctly e.g. fire evacuation.
* Answer the phone as appropriate.

Health and Safety Responsibilities

* Record safeguarding and welfare concerns, attendance, patterns of behaviour, parental contact etc using the CPOMs.
* Help maintain the safety and security of all children, employees and visitors to the Nursery.
* Be familiar with the nursery’s Health and Safety policy.
* Help carry out regular assessments to ensure all Nursery Health and Safety procedures are followed.
* Ensure the cleanliness of the children at all times.
* Ensure Accident and Incident books are maintained correctly.
* Ensure child registers are kept correctly.
* To ensure that all information relating to Bapchild Nursery, its operation, children, staff and parents / carers is treated with the utmost sensitivity and confidentiality.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS TO:

* Work as part of the team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children
* Uphold the Staff Code of Conduct
* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
* Show commitment to the school, its Christian distinctive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.