**Job description: Nursery Practitioner / Early Years Educator**

**Little Angels Day Nursery, 56-58 Shepherd Street, Northfleet, Kent, DA11 9PT**

Job title: Nursery Practitioner

Responsible to: Nursery Manager, Deputy Manager and Director

Purpose of the job: To work as a key person and as part of the Nursery 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: Little Angels Day Nursery** 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 routine and programme 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 (especially in the moment), 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 procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervision meetings and appraisal meetings.
11. To attend mandatory 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.
13. To be aware of and adhere to all the setting’s policies and procedures [*optional:* including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting’s procedures].
14. To ensure that adequate records are kept and updated regularly.
15. To promote the setting to current parents and potential customers.
16. To comply with the requirements of the General Data Protection Regulation.
17. The Nursery Practitioner should be aware of hygiene regulations and good practice
18. He/she must have the ability to work in a team
19. Have the ability to maintain records, plan sessions and take on a keyperson role
20. Be flexible, punctual and reliable
21. Have a positive attitude to all using the setting
22. Behave in a professional manner at all times
23. Be willing to undertake general kitchen tidying up duties during the course of the day and/or at the end of the day

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essential criteria*

1. Willingness to learn and undertake further training.
2. Level 3 Early Years Education and Childcare qualification or equivalent
3. Previous experience of working with young children in a Nursery Setting
4. Good knowledge of child development from birth to five years.
5. Good knowledge of the Early Years Foundation Stage (EYFS).
6. Good 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 and especially children with Special Educational Needs and/or Additional Needs
12. A friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. SEN training
2. Current Paediatric First Aid qualification.
3. Forest School interest
4. Outdoor learning interest

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**