Nursery Practitioner Job Description

(Qualified at level 2 to 6)

Report to Nursery Manager, Early Years Practice Manager, Room Manager

**Purpose of the post**

* Support the nursery team in the delivery of The Early Years Foundation Stage ensuring you meet the needs of each child at all times.

**Responsibilities**

**Learning and Development**

* Meet all children’s individual needs in terms of personal needs and developmental needs
* Gain and share knowledge of child development
* Gain knowledge and develop an understanding of the characteristics of effective learning
* Consider the individual needs, interests, and stage of development of each child and use this information to plan a challenging and enjoyable experience in all of the areas of learning and development
* Plan appropriate next steps for children based on your observations of their development and interests
* Complete regular, relevant observations on all children in the room
* Complete appropriate documents e.g. development summaries and progress check reports etc
* Regularly update Learning Journeys to a high standard
* Track the progress of your key group and individual children to ensure gaps in development are identified and feedback to Room Manager, Early Years Practice Manager and Nursery Manager
* Follow the flexible routine for your room to ensure all children’s needs are met according to developmental stage

**Safeguarding and Welfare**

* Keep children safe while still allowing them the opportunity to assess risks for themselves and discover boundaries
* Support children’s health and wellbeing
* Assist children and the team to keep the environment safe, clean and tidy

**Positive Relationships**

* Value and respect all children, colleagues and parents
* Provide equality of opportunity for all families
* Be an effective keyperson
* Provide reassurance, comfort and support to the children
* Support children’s transition within and beyond the setting
* Be approachable and offer a warm welcome
* Treat parents as partners and communicate effectively with them
* Ensure parents are included in their children’s learning
* Attend regular meetings with your room team
* Feedback relevant information to Room Manager
* Build professional relationships with outside agencies
* Communicate positively and effectively using different media

**Continuous Improvement**

* Support Room Manager with the implementation of audit requirements
* Support the Nursery Manager and colleagues during Ofsted inspections and assist in the implementation of recommendations
* Have an awareness of the nursery SEF development plan and implement objectives
* Feedback important information and ideas from training course to colleagues and implement changes as required
* Embrace your own professional development
* Be open to change and make suggestions

**Staff Management**

* Mentor trainees

**Organisational Conduct**

* Work with the Policies and Procedures and assist in their implementation, evaluation and updating
* Follow the EYFS practice guidance and statutory framework
* Remain professional at all times, including social media use
* Follow up to date safeguarding and welfare requirements
* Maintain privacy and confidentiality of information
* Follow risk assessments and safe systems of work
* Extend a warm welcome to new employees and respect the knowledge of others
* Attend team meetings and be aware of current developments in childcare and education
* Attend training sessions as required, both external, internal and online
* Promote the nursery to current parents and potential customers
* Undertake other duties as reasonably requested by the Nursery Manager

**Personal Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CRITERIA** | **HOW IDENTIFIED** | **RANK** |
| Relevant experience | A minimum of 1 years experience in a day-care setting. | Application & Interview | E – Essential |
| Education and training | Recognised Childcare Qualification at level 2 or above.  Current Paediatric First Aid Qualification  Have GCSE Math, Science and English at level C or above or equivalent | Application  Application  Application | E – Essential  E – Essential  E – Desirable |
| Knowledge | An excellent knowledge of child development.  A sound understanding of The Early Years Foundation Stage both practice and the statutory framework.  Knowledge and understanding of the Ofsted inspection process.  A good knowledge of safeguarding Children. | Interview  Interview  Interview  Interview | E – Essential  E – Essential  E – Essential  E – Essential |
| Skills and Ability | Use a variety of media to communicate effectively with others.  Prepare written observations and reports.  Ability to develop sensitive and trusting relationships with children, colleagues, parents and outside agencies.  Ability to evaluate practice and implement change.  The ability to plan and be organised.  Ability to use own initiative | Application & interview  Interview  Interview  Interview  Interview  Interview | E – Essential  E – Essential  E - Essential  D – Desirable  E – Essential  E – Essential |
| Other requirements | Understanding of and a commitment to Equal Opportunities  An understanding of Health & Safety & practical hygiene issues.  Embrace own professional development.  Current Enhanced Disclosure & Barring Service (DBS) check. | Interview  Interview  Interview  Interview | E – Essential  E – Essential  E – Essential  E - Essential |