

Job Description for Early Years Practitioner

Reports to: Early Years Professional / Nursery Manager

Responsible for: Providing quality education and care for children 0-5 years. Supporting partnerships with parent/carers to increase involvement in children's care and education in the nursery.

Main Purpose:

- To work across the nursery, in all age groups if required.
- To support home/nursery partnerships.
- To work as key carer, supporting parents with children aged 0 – 5 years.
- To work in a way that as a team member, the nursery meets required standards as laid down by the EYFS / Ofsted / Legislation.

Main Activities: Main Activities

1. To plan and provide a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential.
2. To act as a key carer to a group of children each day.
3. To support strategies in the nursery that assists parents in the raising of their child's achievements.
4. To assist in the development of parent and child education to engage parents and contribute towards nursery run workshops outside nursery hours.
5. To work within the Children Act and local guidelines and standards.
6. To plan and prepare exciting play opportunities that meet the children's developmental needs and stimulates their learning.
7. To establish and maintain positive relationships with children and their families in a way that values parental involvement.
8. To observe and assess children's development and keep accurate records of their achievement.
9. To work in a manner that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
10. To work effectively as part of a team.
11. To work within the agreed framework of policies and procedures

within the nursery.

12. To help and support students on placement.

13. Ensure that Child Protection policies and procedures are adhered to at all times.

14. Undertake First Aid training and Food Hygiene training as required.

15. To carry out duties and responsibilities of the post with regard to the nursery Equal Opportunities Policy.

16. To attend and participate in staff meetings and planning and development days.

17. To act as an ambassador for the nursery through maintaining a positive image of its aims and objectives.

18. To carry out any duties which will be seen to enhance the work with young children

19. To participate in supervision and staff development processes in support of personal development.

20. To undertake training as appropriate to meet any changes in standards or appropriate legal requirements as required.

21. To maintain good working relationships with parents, children and colleagues at Saplings

22. **Accountability for resources:** To be responsible for the proper use of equipment, furnishings and provisions required in the course of activities in accordance with the Health and Safety regulations and EEC Directives

23. **Health and Safety:** To be familiar with and comply with the nursery policy on Health, Safety and Welfare. To bring to the attention of senior staff any 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.

Special Conditions

24. To undertake any other responsibilities as may be deemed necessary at the direction of the Nursery Manager / EYP, commensurate with the salary and grade of the post.

Person Specification for Early Years Practitioner

- Experience:**
- Knowledge of current and relevant guidelines and legislation
 - Knowledge and understanding of child development
 - Ability to work creatively to meet the needs of the families
 - Able to work with parents to effect change
 - Ability to plan activity programme to stimulate learning and development, based on observation
 - Ability to work effectively as a member of a staff team
 - Ability to communicate effectively with children, parents and other professionals
 - Commitment to working in an anti-discriminatory way to ensure equality of opportunity
 - Policy implementation in respect of health and hygiene, child protection and special needs requirement
- Qualifications or Training:**
- NNEB or equivalent other Level 3 (Early Years)
 - NVQ Level 3 in Early Years Care and Education
 - Diploma in Childcare Education
 - BTEC National Diploma in Early Years
- Practical Skills:**
- Good written and excellent oral communication skills and the ability to communicate effectively at all levels
 - A good knowledge of the Early Years Foundation Stage
 - Able to interact effectively with parent/carers
 - Good organisational skills
- Personal Qualities & Attributes:**
- Flexible approach to working
 - Ability to perform under stress
 - A creative thinker
 - A sense of humour