



Job Description

Job Title:	Early Years Practitioner	Date Reviewed: August 2016
Reports to:	Lead Practitioner	
Principally relates to:	Children and their parents/carers; other nursery staff and trainees	
Purpose of the role:	To ensure that the physical, emotional, social and intellectual education and care provided to children in your charge is of the highest standard.	

Main Areas of responsibility:

Children's care, development and learning

- Ensuring the provision of a safe and stimulating environment that meets the needs of individual children at different stages of development.
- Assisting in the planning, implementation and evaluation of age and stage appropriate activities designed to encourage children's learning and development and deliver, the Early Years Foundation Stage.

Key worker

- Taking main responsibility for the well-being of a key group of children on a daily basis.
- Co-ordinating the planning and record keeping for individual children in your key group.
- Ensuring that information about these children is exchanged with their parents and, where appropriate, other nursery staff, especially relevant Lead Practitioner.

Assessment

- Assessing and recording the developmental progress of a key group of children - based on established observation and assessment techniques.

Record keeping

- Keeping accurate, well-organised and up-to-date records that are essential to the continuity of care between staff and parents.
- Maintaining confidentiality about information recorded and exchanged.

Team work

- Looking upon the setting as a "whole" and being proactive about where your help can be best utilised.
- Helping where needed anywhere in the nursery, e.g. in any of the units; in the kitchen preparing meals and clearing up; in the laundry; cleaning.
- Working alongside Trainee Early Years Practitioners to support their learning.
- Participating in regular supervision and staff meetings.



Continuing Professional Development

- Updating knowledge of the work and gaining new skills by a variety of methods, e.g. by participating in workshops and training sessions and sharing knowledge acquired with colleagues.
- Undertaking responsibility for specialist areas of nursery practice as required, e.g. health and safety, behaviour management, special needs co-ordination.
- Complete regular Safeguarding training

Policies and procedures

- Implementing the settings policies and procedures so that consistent standards are maintained across all areas of work.
- Contribute to the reviewing of policies and procedures

General

- Observing all health and safety procedures so that risks to the health and safety of children, staff and visitors are minimised.
- Documenting any Health and Safety issues that need immediate attention in the appropriate record book.
- Providing cover and care at short notice in the event of unforeseen circumstances, e.g. uncollected child, in order to maintain adequate staffing levels.
- Any other duties as may reasonably be expected of a Nursery Nurse.
- At all times to act as an ambassador for the nursery and to maintain its reputation as a centre of excellence.

Special features

- Working some evenings will be required for e.g. staff meetings, parent's evenings, training.
- Appointment is subject to enhanced disclosure from the Criminal Records Bureau and disqualification by association disclosure

Details of Education required and qualifications needed

- NNEB or equivalent, e.g. BTEC Diploma in Nursery Nursing or NVQ level III in Childcare

Details of special skills/experience/aptitudes needed

- Six months experience working in a similar setting
- Knowledge of the variety of activities designed to stimulate and develop pupil learning both indoors and out
- Knowledge and understanding of setting out equipment and displays in an interesting and stimulating way
- Physically able to carry children
- Ability to work as a team player
- Ability to be discreet and maintain confidentiality about information received
- Good verbal and written communication skills
- Good organisational skills
- Flexible approach to work
- Enthusiasm and commitment to provide first class child care