



Job Description & Person Specification

Job Title:	Early Years Practitioner
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Overview

The Early Years Practitioner will be responsible in the first instance to the Early Years Team Supervisor and with overall responsibility to the Nursery Management Team. Excellent liaison and communication with other staff and with parents and children will be essential, as will a firm commitment to ensuring the quality of provision and taking a key role in developing outstanding practice that meets with our ethos and values.

General Responsibilities

1. Assisting with the operation of the nursery facility under the direction of the Senior Early Years Coordinator and extended Nursery Management Team;
2. To maintain excellent liaison and communication with other staff, parents and children;
3. To ensure the health and safety of all who enter the nursery;
4. To ensure that the curriculum, based on the Early Years Foundation Stage (EYFS) is being delivered alongside appropriate assessment and recording systems;
5. To mentor staff, students and volunteers;
6. To deliver professional advice and guidance to Early Years Assistant Practitioners and Early Years Practitioners as required;
7. To Safeguard and promote the welfare of children and everyone who comes into contact with children and their families;
8. To administer First Aid in any necessary emergency circumstances;

Specific Responsibilities

1. To undertake the preparation and completion of weekly planned activities to suit the age and stage of development of the children within your care, in line with the guidance within the EYFS;
2. To be proactive in recording observations and planning for the individual needs of all your key children;
3. To record and/or attend settling in visits; baseline assessments; initial parent meetings; integrated reviews and reviewing of individual learning plans with parents;
4. To assist in the admission and induction of new children, including conducting baseline assessments with parents, completing comprehensive settling in profiles and liaising with other professionals as necessary;
5. To ensure the safety of all children at all times and implement the safeguarding procedures when required;
6. To ensure that children are served an age appropriate meal in line with any dietary requirements and to maintain a pleasant and social environment during service;
7. To ensure that high standards of hygiene, cleanliness and safety are maintained at all times. This includes daily cleaning rotas, record keeping activities and any other reasonable duty outlined by your senior or management;
8. To ensure that the well being of each child is maintained, with any concerns reported to the nursery management in relation to illness or injury which requires action;
9. To develop strong and professional partnerships with parents and carers to ensure that a joint partnership of working is adopted in order to share relevant information regarding each child;
10. To ensure that all children's needs are met to the highest of standards, taking into consideration their individual requirements such as medical needs, SEN and behaviour;
11. To work professionally at all times in order to maintain the reputation of the setting both internally and externally both during and outside of your working hours;
12. To take an active role as key person to those children assigned to you, maintaining partnership working with the child, parents/carers and outside professionals in a polite and courteous manner;
13. To be flexible in your operational deployment throughout the entire nursery age ranges, as specified by the Nursery Management in line with nursery requirements;
14. To maintain confidentiality in relation to all matters surrounding the children and families in your care;

15. To develop a sound knowledge of the Nursery and Foundation policies and procedures and operate respectfully according to the guidelines;
16. To support and mentor any colleagues who are undertaking a childcare qualification or who are new to the setting;
17. To ensure that all accidents and incidents are correctly recorded on the appropriate form;
18. To ensure that sleeping children are monitored and checked in line with the policy and that all sleep times and checks are recorded on the relevant documentation and filed in the designated files;
19. To attend all mandatory training sessions and workshops as advised by the training coordinator, inclusive of: First Aid; Safeguarding; Food Hygiene; Health & Safety; Risk Assessment; BSL. The Nursery reserves the right to request any additional courses as deemed necessary by the Foundation or that of any legal requirement from Ofsted/DMBC or other regulatory body;
20. To attend staff meetings, parents evenings, professional development training and any other events as specified by the nursery management team. A minimum of one staff meeting per month is required for approximately 1 hour with all staff required to attend. Any subsequent meetings will be requested by the management team at the requirement and discretion of the nursery's operational requirements;
21. To take an active role in company events, on occasions, to be undertaken and completed outside of working hours, with a minimum yearly attendance of at least two events such as the Summer fair/Coffee morning/Christmas party. These events can be specified by choice by the employee to suit prior personal commitments, providing two events are attended on an annual basis. Staff will be remunerated by means of time in lieu for these events;
22. To fulfil any additional duties deemed appropriate as requested by a senior member of the management team.

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Skills and Aptitude	Essential	Desirable
Qualifications	Level 3 Qualification in Early Years / Childcare	British Sign Language Safeguarding Paediatric First Aid
Experience	Minimum of 2 years post qualification experience Excellent working knowledge of the Early Years Foundation Stage.	Knowledge and proven practical experience of implementing outstanding quality learning experiences. Experience of working collaboratively within a team.
Skills, Knowledge and Aptitude	Ability to: Demonstrate a clear and concise knowledge of the Early Years Foundation Stage; Demonstrate a clear understanding of all aspects of safeguarding; Understand confidentiality and data protection; Develop good personal relationships within the team; Establish and develop effective relationships with parents and the community; Develop excellent communication skills with children, families and colleagues; Demonstrate clear and accurate written communication skills; Demonstrate a commitment to equal opportunities; Deal with conflict in an appropriate manner; Be reflective and learn from past experiences;	Ability to: Demonstrate excellent IT skills; Demonstrate good organisational skills; Plan and prepare play activities for children; Demonstrate a good understanding of the requirements of an Ofsted inspection.

	Show resilience and an ability to work under pressure.	
Personal Attributes	• Be committed to outstanding practice; • Have the ability to organise own timetable effectively; • Be proactive and seek advice or assistance where needed; • Be willing to undertake a programme of ongoing continuous professional development; • Demonstrate a flexible approach to duties; • Demonstrate the following attributes: approachable; patient; efficient; enthusiastic; resourceful; determined; a sense of humour; a love of children.	