



JOB DESCRIPTION

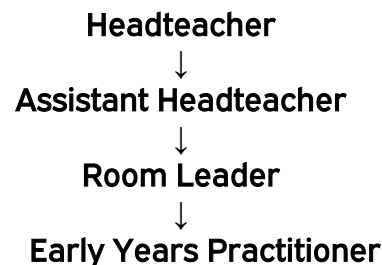
ROLE TITLE: Early Years Practitioner

REPORTS TO: Room Leader

ROLE PURPOSE:

To provide a high standard of early years provision that meets the needs of both parents and children within a stimulating and friendly environment that is physically and emotionally secure, in accordance with Academy policies and practice.

ORGANISATION



ACCOUNTABILITIES

Service Delivery

- As a key person to a group of children or a family, to observe, monitor review and record the development of their needs
- To support parents in attending to the developmental needs of their children and to foster confidence, self-esteem and independence
- To accompany children and families out of the nursery on activity visits e.g. shopping, park, library and act in loco parentis, in the absence of parents.
- To assist with the planning and implementation of a curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child and their parents are met.
- Monitor and evaluate the suitability of the curriculum to foster the child's development.
- In a family group environment, take the lead in planning and delivery of planned activities

Liaison with Parents

- To maintain good working relationships with parents, including making home visits with other staff and /or professionals to build an understanding of individual needs.
- To work in partnership with parents to ensure the progress and well-being of their child.



- To encourage parental involvement in the child's learning and development.
- To facilitate meetings with parents/carers and professionals.

Resources

- To prepare materials and equipment at the start of each session and clear away.
- Ensure all toys, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as is practicable.
- Report any repair and maintenance work required to the fabric of the building

Staff Management and Teamwork

- To provide advice, guidance and support to new staff, including student placements.
- To work co-operatively as part of a team and where necessary to provide cover for other nursery staff.
- To attend and participate in staff meetings.

Health, Safety and Welfare

- To maintain high standards of cleanliness and hygiene for the children (including changing of clothes as required), equipment and environment
- To ensure immediate first aid and comfort to sick or injured children as a trained first aider

Administration

- To maintain and complete all necessary records on each child/family including those as key to particular children and those required by Social Care and Ofsted Teams

Corporate and statutory initiatives – equalities / health & safety/ e-government / sustainability

- To ensure the health, safety and welfare of all users of the nursery
- To act in accordance with national policy and current legislation relating to nurseries and those issued by Stars Trust.

Key Decision Making Areas in the Role

- Development of individual - assess progress and refer concerns
- pupils to a senior member of staff
- Resources - identify and withdraw potentially dangerous toys and equipment and report to a senior member of staff
- First Aid - take remedial action ensuring a trained first aider deals with accidents



Starfish
Nursery

Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- No financial responsibilities
- No. of children in nursery – ratio of children to adults is managed by nursery manager



PERSON SPECIFICATION

Essential	Desirable	Method of Assessment
Skills, aptitude, knowledge and experience <ul style="list-style-type: none">• Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity• An understanding of the Early Learning Goals• Knowledge of the National Standards for the regulation of Childcare provision• A commitment to the provision of high quality childcare• A positive approach to learning and gaining new skills through teamwork and training opportunities	<ul style="list-style-type: none">• Interest in the care, learning and development of young children• An understanding of the Early Years Stage curriculum	Application form Interview References
Personal qualities <ul style="list-style-type: none">• Good organisational, record keeping and planning skills• Punctuality• Excellent communication skills, with children, colleagues, advisors, professionals and parents/carers/.• Patience• Empathy with children, colleagues and parents/carers• Reliability and trustworthiness• A positive approach to inclusive practice, with children and colleagues• Enthusiasm for working with young children	<ul style="list-style-type: none">• Flexibility – occasionally working hours might be changed, e.g. if the setting hosts a Parent's Evening• Able to work in small teams	Application form Interview References



<p>Qualifications</p> <ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or 4 or above in English and Mathematics, or equivalent qualifications or relevant experience • Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Certificate for the Children & Young People's Workforce, NVQ Level 2 in Children's Care, Learning and Development – or be working towards completion • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace 	<ul style="list-style-type: none"> • Completion of a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development – or be working towards completion. • Completion of Safeguarding Awareness course (Group 2) • Health & Safety certificate • First Aid certificate • Completion of other relevant courses 	<p>Application form</p> <p>Certificates</p> <p>References</p>
<p>Other Factors</p> <ul style="list-style-type: none"> • A flexible and adaptable approach • Willingness to continue and maintain professional development • Commitment to Equal Opportunities • Enhanced Disclosure and Barring Service Check with children's barred list information 		<p>Application form</p> <p>Interview</p> <p>References</p> <p>DBS checking and application process</p>