# Job Description

# Childcare Practitioner

**Role Profile**  Operational Band E

**Service/Team** Early Years and Family Hubs

**Reports to** Nursery Manager

**Responsible for** 0

**Number of posts** 8

**Post number**

**Career Grade**

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring the best possible environment, education and care for children to achieve the best possible outcomes.**

**Job Overview**

To be a dedicated and compassionate Childcare Practitioner to provide high-quality care and educational experiences to young children, fostering a positive team environment, promoting a culture of continuous improvement.

## Key Responsibilities

* To work collaboratively with colleagues throughout the nursery to provide an enabling environment in which all children can play, learn, and develop to reach their full potential.
* Encourage and listen to new ideas from team members and demonstrate a positive attitude towards change ensuring the planning of safe, creative, and appropriate learning opportunities.
* To proactively engage in CPD opportunities and staff meetings celebrating the success of the whole team and recommending and implementing more effective ways of working to improve children’s outcomes.
* Contribute to the development of Nursery policy and procedure always adhering to Ofsted guidelines.
* Support the day-to-day running of the Nursery including monitoring and responding to any incidents reporting these to the management in a timely manner and helping developing solutions to a range of practical problems.
* Plan and deliver adult-led play and learning activities, under the guidance of senior Nursery staff and in line with the overall educational programme developed in accordance with the early year’s foundation stage, to ensure children are stimulated and learning appropriately.
* To advise manager/deputy of any concerns, e.g., over children, parents, the safety of the environment, preserving confidentiality in line with GDPR compliance.
* To be aware of children’s special educational needs and disabilities, and work with other staff and external agencies to support these children effectively, actively championing inclusion and diversity.
* Act as the Key Person for a small number of allocated children, to ensure that children's learning and care is tailored to meet their individual needs.
* To lead on specific projects within the Nursery providing guidance, coaching, and mentoring to apprentices.
* To build strong, proactive partnerships with parents/cares regularly updating them on their children's progress and development, sharing open, honest feedback in a constructive manner using diplomacy and tact while managing any concerns and contentious issues and actively promoting home learning strategies.
* Supervise children to ensure that appropriate standards of safety, security and safeguarding are maintained in line with defined standards and procedures.
* Support children's physical needs, including nappy changing, feeding and toileting, so that children are safe and healthy.
* When required prepare, serve, and supervise children's meals and refreshments as part of a defined schedule and menu.
* Maintain records in accordance with strictly defined requirements, including children's records and observations, so that accurate and up-to-date information is available.
* Clean and tidy the Nursery facilities and equipment to ensure a high standard of cleanliness and hygiene.
* Ensure room and equipment is kept in good working order and that room checks are in line with Health and Safety requirements and Nursery policies and procedures.
* Support all team members with following the graduated response with early identification and intervention for children with possible special needs.
* To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

## Specific Qualifications and Experience

* NVQ 3 (or equivalent experience) relevant to the role.
* Good knowledge of work practices, processes, procedures, legal and regulatory requirements, and associated risks within the role.
* Evidence of ongoing CPD.

## Personal Qualities & Attributes

* Able to demonstrate passion, curiosity, and creativity around how children learn and develop and apply this to planning and teaching strategies to enable a stimulating educational environment, both indoors and outdoors.
* To demonstrate reliability and good time keeping.
* To be able to build and sustain effective professional relationships with children, families, and multi-agency partnerships.
* Strong problem-solving skills with the ability to make evidence-based decisions.
* Excellent communication and interpersonal skills, fostering positive relationships and collaboration.
* Ability to work flexibly and effectively under pressure and prioritise workload.

## Job Requirements

* Enhanced and Barring DBS check.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* Must be willing to work occasional evening and Saturdays.
* Flexible approach to working hours to cover service needs between 8am and 6pm.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.