**JOB DESCRIPTION**

**Post:** Nursery Practitioner

**Responsible To:**  **Senior Practitioner, Nursery Manager**

**Summary of Post:** Take on a key person role delivering high quality care and education. Working in partnership with parents and implementing EYFS welfare requirements to the highest standards.

# Specific Duties:

1. To provide high quality care and activities for children, which recognise both individual and group requirements in a secure, safe and stimulating environment
2. To organise activities, both inside and outside the nursery, which promotes learning and development through the areas identified within the Early Years Foundation Stage Framework.
3. To participate in the key person approach and be responsible for a group of children. Monitor, assess, record and report on their development and progress
4. To follow the Early Years Foundation Stage framework for guidance in your practice with the children
5. To maintain high levels of confidentiality with regard to written and spoken information regarding children, families, staff and the nursery provision.
6. To work in partnership with parents and carers, recognising that parents are their children’s first educators, and encourage parental involvement in the nursery
7. To be aware of child protection issues and follow the nursery’s Safeguarding Children policy and procedures
8. To ensure close monitoring of children about whom there are concerns,
9. To participate in ongoing professional development and training
10. To work in partnership with other early years professionals and outside agencies
11. To prepare and serve food, drink and snacks to children, encouraging good nutrition and sociable eating
12. To assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.
13. To carry out on-going cleaning of the nursery
14. To carry out health and safety checks as required to ensure the nursery is tidy, safe, clean and secure for children, staff, parents/carers and visitors
15. To set up the environment influenced by your planning to support the needs of your key children. Ensure your key children’s files are kept up to date with planning for their individual needs, the environment, observations, photographic evidence.
16. To be responsible for your room, report when resources run low; including nappies, wipes, aprons, gloves, art equipment, perishables etc
17. To participate in free flow systems. This aids children’s development in self-assurance, independence, making choices and self-selecting. Ensure that no child is ever left on their own in the unit. Support the children’s play as and when required
18. To work with your colleagues to ensure the room is not at risk of being out of ratio – unless in case of emergency
19. To be familiar with and implement the policies and procedures of the Nursery, adhering to them at all times.
20. To attend regular staff meetings, parents evenings and training sessions outside of normal working patterns and contribute to the continuous development plan for the nursery
21. To display exemplary professional practice at all times
22. To uphold and carry out the duties of the post with due regard to the Nursery’s Equalities and Inclusion policies
23. To co-operate in the implementation of the health and safety policy and ensure that the nursery’s practice and environment meets health and safety standards
24. To undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery Manager/Deputy Manager/Room supervisor

# General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | Ability, flexibility and willingness to take on other responsibilities as deemed necessary |  | ✓ | 4 |
| 2. | Good record keeping and report writing | ✓ | ✓ | 4 |
| 3. | Good organisation and time management skills | ✓ | ✓ | 4 |
| 4. | Knowledge on policies and procedures in relation to equality and inclusive practice |  | ✓ | 4 |
| 5. | Evidence of ongoing personal development and a desire to continue with professional development | ✓ |  | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Experience of implementation or knowledge of the EYFS |  | ✓ | 4 |
| 2. | Experience of working in partnership with parents | ✓ | ✓ | 4 |
| 3. | The ability to demonstrate effective team working |  | ✓ | 4 |
| 4. | An ability to plan for children’s individual learning and development through observation and assessment using the EYFS |  | ✓ | 4 |
| 5. | Ability to communicate effectively at all levels including professional, practitioner level and to engage with children, parents and families | ✓ | ✓ | 4 |
| 6. | Knowledge of child development and needs children’s | ✓ | ✓ | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | Relevant and recognised level 3 qualification within childcare | ✓ | ✓ | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.