



Post Title: Early Years Practitioner

Responsible to: Room Supervisor

Key Contacts:

<u>Internal</u>	<u>External</u>
Nursery Manager	Ofsted
Deputy Manager	Advisory Professionals
Nursery Staff	Healthcare Professionals
Children	
Parents	
Catering Staff	
Teaching Staff	

Hours of work: Monday – Friday between the hours of 7.30 – 5.30pm
All Year Round, Based on a shift pattern

Pay : We follow national guidelines for pay

Job Purpose:

- To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting
- To give support to other personnel within the setting

References and Police Checks:

All offers of appointment will be subject to receipt of satisfactory references. The post, will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.

Main Duties and Responsibilities:

- Provide a range of activities suitable for the children in your care
- To maintain a high standard of key observations and children's learning journals
- To work with parents/carers of special needs children to give full integration in the setting
- Support all staff and engage in good team work
- Liaise with and support parents/carers and other family members
- Be involved in out of working hours requirements such as monthly staff meetings, training and open day events

- Be flexible within working practices of the setting
- Maintain cleanliness and hygiene within the nursery
- Record accidents in the correct way. Ensure the manager is aware of any accidents or incidents
- Ensure the child is collected by an authorised named person
- Respect and adhere to all confidentiality legalities
- Develop your role within the team especially with regard as a keycarer
- Ensure the nursery is providing a high quality environment and experiences to the children at all times
- To actively promote and support the safeguarding of children ensuring policies and procedures are observed at all times
- Ensure the OFSTED welfare requirements are met
- Specific Child Care Tasks:
 - The preparation and completion of activities to suit the individual child's interests and abilities
 - To ensure mealtimes are a time of pleasant social sharing
 - Ensure children's health and wellbeing is paramount at all times
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Person Specification: Early Years Practitioner

Criteria	Essential	Desirable
Education/ Qualifications	NNEB or BTEC or equivalent level 3 qualification Some understanding of the importance of Health and Safety and Food Hygiene in the workplace Pediatric First Aid certificate	Level 4
Training/personal development	Every Child Matters EYFS A positive approach to learning and gaining new skills through teamwork and training opportunities Willingness to take further training	Any relevant safeguarding knowledge Any other relevant courses
Experience	Previous experience of working with children aged 0-5 years	Experience of working with SEN children
Special Knowledge	An understanding of the Early Learning Goals Have an understanding of the need to provide a stimulating environment	Knowledge of the Children Act Knowledge of OFSTED Knowledge of Health and Safety
Skills & Abilities	The ability to form a credible rapport with the children and their families To ensure Policies & Procedures are adhered to at all times Have a clear understanding the importance of confidentiality The ability to help children respect people of different race, ability, gender, religion and culture Excellent communication and interpersonal skills	The ability to develop imaginative ideas Good customer awareness
Personal Qualities	Enjoys working with children Good organisational, record keeping and planning skills Ability to remain calm under pressure Demonstrates professionalism Flexible A positive approach to inclusive practice Excellent communication skills Reliability and trustworthiness Patience Enthusiasm Empathy Excellent attendance and punctuality skills	Able to work individually or in small teams

This Personnel Specification:

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.