

Job Title	Early Years Practitioner Level 3		
Job Objective	To work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.		
Employment Status	fixed term until 27 th July 2018	Hrs per week	31
Salary	National Living Wage	Holiday Entitlement	Pro rata 20 days plus bank holidays
Line Manager	Deputy Nursery Manager, Nursery Manager	Line Management responsibility for:	Students & Volunteers

Main Duties and Responsibilities

Childcare and Education

Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.

Observe, support and extend children's learning.

Plan appropriately for children using the Early Years Foundation Stage (EYFS) curriculum for guidance.

Maintain accurate and effective children's records.

Work in partnership with parents/carers and other family members.

Demonstrate good practice with regard to special needs and inclusion.

Work with the Childcare and Education team to continuously improve quality of childcare and education.

Ensure that children are kept safe and that staff understand, and when necessary follow Child Protection Procedures.

Work with area SENCOs, EYFS advisors, health professionals and local Sure Start programmes as appropriate.

Comply with the statutory framework for the EYFS including the Children Act 1989 and 2004.

Develop and maintain highly professional working relationships with advisory teachers, schools, area SENCOs and other agencies that may visit the setting.

Keep up to date with current developments in childcare and education policy and practice.

Be a key person carrying out all related responsibilities in building relationships with a small group of children and their families.

Health and Safety

Undertake a shared responsibility for health, safety and cleanliness throughout the nursery.

Ensure the general cleanliness of the children at all times

Adhere to all Health and Safety policies and procedures.

Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children.

Operate the highest standard of hygiene and cleanliness in food surface areas and bathrooms.

Operational

Promote the nursery to current parents and potential customers.

Work with the manager and inspectors during inspections by regulatory bodies and assist in the implementation of any recommendations.

Staff

Work as a team with other staff members.

Support and mentor students.

Take part in training relevant to the post.

Be responsible for participating in all self-development activities including appraisals, supervisions etc.

Communication

Develop and promote parental partnership and involvement.

General

Undertake any other duties as reasonably requested by line management.

Adhere to all company policies and procedures.

Ensure the company's policies on diversity and equal opportunities are adhered to.