



## Early Years Practitioner, Level 3 – Job Description and Person Specification

**Responsible to:** Nursery Manager/Early Years Lead

**Salary:** Dependent on qualifications, skills and experience

**Hours:** 40 hours week, 48 weeks a year

### Main purpose of this role

To work as part of the HHS Nursery team under the direction of the Nursery Manager and Early Years Lead. To provide safe, high quality EYFS education and care for children aged 3-4 years, which meets the individual needs of children attending the setting.

This job description may be amended at any time following the discussion between the Headteacher and EYFS Lead, and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

### Responsibilities

- The post holder is responsible to the Nursery Manager, EYFS Lead and to the Headteacher for his/her duties, responsibilities and tasks.
- The post holder will adhere to the school's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the preschool curriculum and maximise children's achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their session, class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.

### Childcare and Education

1. To provide a high quality of education and learning within the Early Years framework and offer appropriate stimulation and support to children attending the setting.
2. To be involved with planning for provision which meets the requirements of the Development Matters curriculum.
3. To assist in planning and evaluation of activities with the Nursery Manager, providing feedback to the Manager on children's progress and behaviour.
4. To implement the daily routine in the nursery, including the daily timetable, planning, observations and assessments.
5. To facilitate, supervise, participate in, observe and assess activities to engage and teach the children, following each area of the Early Years curriculum.
6. To record and evidence observations of children in alignment with EYFS framework.
7. To supervise the children and also be responsible for their physical, emotional, social and intellectual well-being.
8. Take on the role of key worker for a designated group of children.
9. To help to create a welcoming and family friendly environment.



10. To assist in setting up and clearing away, ensuring the daily provision follows the planning and is inviting and engaging for children.
11. To support with feeding, washing and changing children, and generally tending to their physical needs as appropriate to their level of development.
12. To support and participate in meal times within the setting (snack and lunch).
13. Be involved in induction and settling in for new children.
14. To promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.
15. Promoting positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
16. To assist with the display and presentation of work.
17. To assist with escorting children on any educational visits.
18. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
19. To assist with the preparation, maintenance and control of stocks of materials and resources.
20. To liaise with the SENDCO as needed.

### **Key Worker Responsibilities**

1. To build a positive, professional relationship with the family of each child.
2. To share information about the child's progress, development and pastoral needs as required by the nursery.
3. To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

### **Health and Safety**

1. To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
2. To ensure that the welfare and safety of children is promoted within the setting and that any child protection/ safeguarding concerns are always appropriately and immediately acted upon in accordance with the school's policies and procedures
3. Maintain the highest level of cleanliness and hygiene in all nursery areas.
4. Take shared responsibility for the care, maintenance and security of all equipment and toys within the nursery.
5. To contribute to and to help implement all nursery policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
6. To help ensure that the nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.

### **General**

1. To undertake certain domestic jobs within the nursery, e.g. cleansing of equipment and ensuring the nursery is kept clean and tidy.
2. To work as a team to help implement any recommendations made following regulatory inspections, internal and external monitoring.



3. To help the Nursery Manager and Early Years Lead and work as a team to ensure that accurate and up-to-date record keeping systems are kept e.g. children's records of progress and any behavioural and development reports, any safeguarding issues and health and safety issues.
4. To undertake duties as timetabled, which may include before and after school, break and lunchtime
5. To work within our Extended School provision as timetabled.
6. To give support to other personnel within the nursery
7. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
8. To attend all out of working hours' activities e.g. training, staff meetings, parents' evenings, open days and other celebrations.
9. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Nursery Manager.
10. This job is intended to be based at Halley House School but may also occasionally involve work or training at other BPET schools and nurseries as required.
11. To undertake any other reasonable duties as directed by the Nursery Manager or Early Years Lead.



## Person Specification

### Essential Criteria

#### Education & Qualifications

- NNEB, CACHE Level 3, NVQ Level 3 or equivalent
- GCSE English and maths grade C or above
- 2-3 years' post-qualification experience
- Sound understanding of early childhood development and learning
- Paediatric First Aid & Food Hygiene Training
- Understanding of EYFS framework
- A solid understanding of Child Protection / Safeguarding issues and procedures.
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- Good working knowledge of Ofsted standards and requirements
- Enhanced DBS Check

#### Experience/ Knowledge

- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.
- Experience of working with or caring for children ideally in a variety of early years' settings.
- Recent relevant experience of working in an integrated care and education setting with a 2 – 5 years' provision or Early Years setting.
- Experience of working as a key worker for a group of children and their families.
- Knowledge and proven practical experience of implementing good quality learning opportunities.
- Commitment to equal opportunities and understanding of religious and cultural diversity.

#### Skills & Attributes

- Be responsible, patient, approachable and caring
- Good numeracy and literacy skills
- Excellent verbal and communication skills with children and parents
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to write detailed reports
- Work constructively as part of a team, understanding roles and responsibilities and own position within these.
- Ability to observe, assess and report child's behaviour
- Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality.
- High level of initiative and creativity
- Ability to plan, devise and develop systems of work
- Empathy and understanding of children under five
- Ability to write reports and keep clear and accurate records
- Good IT skills
- Ability to work as part of a team
- Able to work on own initiative
- Reliable, enthusiastic, and flexible

### Desirable Criteria

#### Education & Qualifications



- Have a willingness to continue with training and continuous professional development
- Experience of supporting children with Special Educational Needs and Disabilities (SEND)

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.*