Early Years Practitioner

Job Description  |  Reports to Manager
Salary 37.5hrs per wk £18,000 pa  |  pro rata for P/T

Role Essentials

• 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.
• To meet requirements of regulatory bodies with relation to EYFS matters, special education needs and disability, child protection, Health and Safety and to ensure that company policies and procedures are adhered to.
• To lead the implementation of the Early Years Foundation Stage (EYFS) curriculum.
• To build and maintain strong partnership with parents.

Key Responsibilities

Childcare and Education

• Provide high standards of quality within the nursery including the environment, resources and experiences offered to children.
• Plan high quality, inspirational and imaginative experiences for the children using the Early Years Foundation Stage (EYFS) curriculum for guidance.
• Enthuse, engage and motivate the children to learn.
• Maintain accurate and effective children’s records, ensuring the children make consistently high rates of progress in relation to their starting
• Work in partnership with parents/carers and other family members.
• Demonstrate good practice with regard to special needs and inclusion. Whereby you actively challenge gender, cultural and racial stereotyping and help children gain an understanding of people, families and communities beyond their immediate experience.
• Focus on helping children to acquire communication and language skills, and on supporting their physical, personal, social and emotional development.

• 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 or relevant statutory regulations for Scotland and Wales, relevant legislation 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.
• Learn about 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, ensuring that all children are emotionally well prepared for the next stages in their learning and prepare them for the move to school.
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, to manage risk and ensure that any remedial action is taken immediately.
- 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 all areas of the nursery, including bedding, nappy changing and food surface areas.
- Assist in maintaining the nursery buildings, resources and equipment to a high standard reporting maintenance or cleaning issues appropriately and promptly.
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with.

Operational

- Promote the nursery to current parents and potential customers.
- Work with the manager and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.
- Work in partnership with the CCC Club.

Staff

- Work as a team with other staff members in order to provide an enabling environment in which children can play, learn and develop.
- Engage and communicate effectively and professional with all users of the setting
- Support and mentor other colleagues and students
Personal Specification

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<tr>
<th>Essential Requirements</th>
<th>Desirable Requirements</th>
<th>How identified</th>
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<tbody>
<tr>
<td><strong>Education and training</strong></td>
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<tr>
<td>Level 2/3 Qualification in Early years and Education.</td>
<td>1. Valid First Aid certificate. 2. Basic food hygiene certificate. 3. Other related training.</td>
<td>Application Form</td>
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<tr>
<th><strong>Relevant Experience</strong></th>
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<td>1. Experience in a Day care setting 2. Experience of working with children between the ages of 6mths and 5 Years. 3. Knowledge of keyperson system and record keeping. 4. Experience of planning and implementing exciting and inspirational activities for babies and young children.</td>
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<td>Application form and Interview</td>
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<th><strong>Knowledge</strong></th>
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<th><strong>Skills and abilities</strong></th>
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<td>1. Good communication skills both written and verbal. 2. To be able to demonstrate the ability to work as part of a team. 3. Ability to develop effective professional partnerships with parents and outside agencies.</td>
<td>1. Specialist skills (i.e SEN) 2. Computer literate</td>
<td>Application form and Interview</td>
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<th><strong>Other Requirements</strong></th>
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<td>1. Have a passion for working with children. Have a real desire to achieve an outstanding Ofsted rating. 2. An understanding and commitment to equal opportunities. 3. A willingness to be flexible and attend meetings and/or training sessions outside normal hours. 4. Willingness to undertake training and development.</td>
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<td>Interview</td>
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