

# Job Description: Early Years Practitioner



<b>Job purpose:</b>	To deliver a high standard of learning, development and care for children aged 0-5 years. To ensure that the nursery is a safe environment for children, staff and others. To develop partnerships with parents/carers to increase involvement in their child's development. To be responsible for any tasks delegated by the Manager/Deputy Manager
<b>Reporting to:</b>	Area Manager, Manager
<b>Disclosure level:</b>	Enhanced

## Main Responsibilities

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To support in planning and deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the nursery always meets Ofsted requirements.
- To undertake designated officer roles if required.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To plan activities which ensure each child is working towards the early learning goals.
- To be a key person, keeping accurate assessments of the children'.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

- To assist the management of the setting in ensuring all resources are appropriate to deliver a consistently high standard of practice, available to all children.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To attend meetings as and when appropriate.
- To act as an ambassador for the organisation, maintaining it's positive image. To undertake any other reasonable duties as directed, in accordance with the Nursery aims and objectives.
- Work in line with statutory safeguarding guidance (Keeping Children Safe in Education, Prevent) and Play Pals safeguarding and child protection policies
- To be committed to safeguarding children at all times and follow associated procedures
- Be aware of and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Play Pals Childcare Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

# Person Specification

## Early Years Practitioner



Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 2 qualification in Children and Young Peoples Workforce or equivalent. To hold English and mathematics GCSEs (or equivalent) at level C or above	Food Hygiene Certificate Paediatric First Aid Safeguarding Qualification
Experience/ Knowledge	<ul style="list-style-type: none"> <li>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</li> <li>Knowledge and proven practical experience of implementing good quality learning.</li> </ul>	Recent experience working in a Preschool /Nursery setting
Skills & Attributes	<ul style="list-style-type: none"> <li>Empathy and understanding of children under five.</li> <li>Excellent verbal and communication skills with children and parents.</li> <li>Ability to write reports and keep clear and accurate records.</li> <li>Excellent organisational skills</li> <li>Administrative and basic IT skills</li> <li>Calm and caring nature.</li> <li>Ability to work as part of a team</li> <li>Able to work on own initiative</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Reliable, enthusiastic, and flexible</li> <li>A commitment to quality in all areas, with a high level of motivation and enthusiasm</li> <li>Punctual</li> <li>A creative thinker</li> <li>Patient, caring and nurturing</li> <li>A good sense of humour</li> </ul>	

The successful candidate must have:

- Satisfactory enhanced DBS clearance and the right to work in the United Kingdom
- Evidence to support information within the supporting statement/application form
- Satisfactory references

Signed \_\_\_\_\_ Date \_\_\_\_\_