Early Years Practitioner

Job Overview

To provide the highest levels of care and education for all children attending the setting

Aims

- Provide high standards of care and education to meet the individual needs of all children
- Adhere to all company policies and procedures at all times
- Acquire and maintain positive working partnerships with staff, parents and carers

Key Responsibilities

- Adhere to all company policies and procedures
- Contribute to a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Ensure appropriate planning and assessment is accurately maintained for key children
- Undertake the role of key person as described in the policy
- Prepare and supervise activities
- Supervise and support children at all times
- Ensure that equality of access and opportunity is provided to all children, parents, staff and visitors
- Ensure that all children are kept safe
- Notify Designated Officer of any safeguarding concerns
- Maintain a positive attitude at all times with children, parents, colleagues and visitors
- Develop and maintain professional working relationships with colleagues, parents and carers
- Ensure confidentiality, where appropriate, is maintained
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- Work as part of a team to ensure the company's values are maintained
- Attend monthly staff meetings, planning meetings and undertake training as required
- Undertake any other duties as reasonably requested by line manage

The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.

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Essential	Desirable
Qualifications • Minimum full and relevant Level 3 Early Years qualification	**Qualifications** • Food and Hygiene Level 2 • Prevent Duty • FGM • Safeguarding • Paediatric First Aid • SENDco • Self-Regulation
Skills/Competencies • Ability to communicate confidently with adults and children • Able to work well within a team • Good verbal and written communication skills • Able to maintain confidentiality and know when to report issues of concern to a senior team member • Generate creative ideas to inspire learning • Ability to write reports and keep clear and accurate records • Ability to write clear objective observations • Good planning and organising • Ability to comprehend and adhere to a strict set of policies and procedures • Work in partnership with parents • Effective time management	**Skills/Competencies** • General computer literacy • Good organisational Skills • Ability to work well under pressure • Able to reflect and learn from personal actions and experience • Evidence of ongoing personal development • Able to work confidently with SEND • Calm in all circumstances • Able to work on own initiative • Knowledge of digital learning platforms; i.e., FAMLY, Learning Book, Tapestry etc. • Working with outside agencies
Knowledge • Sound knowledge of the Early Years Foundation Stage curriculum • Able to ensure the safety and welfare of children through a confident knowledge of Safeguarding processes and procedures • Able to participate in child observations and assessments with a strong understanding of child development	**Knowledge** • Health and Safety awareness • Specific training in child protection • Knowledge of the Special Educational Needs Code of Practice and the required support systems put in place

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Experience Required • Background in working to the Early Years Foundation Stage framework • Experience of supporting children within a Nursery setting • Experience of working and communicating with parents and carers	**Experience Required** • Experience of, and commitment to, outdoor learning i.e., Forest School. • Experience with using a range of technologies to teach and assess children, i.e., Interactive White Board, iPad.
Personal Qualities • Flexible • Enthusiastic • Self-motivated • Friendly • Committed • Professional • Motivated	**Personal Qualities** • Resourceful • Creative thinker • Able to have fun!

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