



## The Hundred of Hoo Nursery and Kids Club Job Description

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**Job title:** Early Years Practitioner  
**Reports to:** Nursery Management Team

*The postholder will undertake responsibilities within the context of the vision, ethos, aims and goals of The Hundred of Hoo Nursery & Kids Club.*

**Overall responsibilities:** To offer children a safe, secure, caring and supportive environment, providing opportunities to foster their growth and development within the nursery.

**Main responsibilities and tasks:**

- To work within the Early Years Team, supporting the planning and implementation of activities with individual groups of children; promoting effective teaching and learning.
- To be an active participant of the Early Years Team in providing a purposeful, stimulating environment rich in learning opportunities, both indoors and outdoors.
- To promote the inclusion of all children.
- To use professional knowledge of the individual and diverse ways that children learn and develop, to meet their differing needs. To establish positive and sensitive relationships with children. To act a role model and set achievable expectations.
- To be responsible as part of the early years team for organising the environment inside and outside to ensure that resources and equipment are available and appropriate to meet the needs of the individual children within the group. These activities must take into account children's abilities, interests, language and cultural backgrounds.
- To meet the physical needs of children, encouraging good standards of personal hygiene, whilst also supporting independence.
- To provide support for the children's emotional and social needs by implementing the nursery's Promoting Positive Behaviour Policy and role modelling high standards in all aspects of your role and personal conduct.
- To encourage children to interact and work cooperatively with others.
- To support the nursery's commitment on safeguarding children in all aspects of the nursery service.
- To contribute to the planning, development and delivery of the Early Years Foundations Stage in order to meet all learning interests and needs of children, extending them where necessary.

- To provide objective and accurate feedback and reports for parents and carers and other professionals on children's achievements, progress and related matters.
- To develop positive and sensitive relationships with parents and carers to support their role in their child's learning. To provide feedback on children's achievements/progress on a daily basis or through agreed parent meetings.
- To be proactive in your own professional development.
- To have a clear knowledge of and adhere to all Health and Safety Regulations.
- To attend staff meetings as required and participate in in-house training opportunities and performance development.
- To comply and assist with the development of nursery policies and procedures.
- To undertake any duties set to you by the management team that will assist in the day to day running of the nursery.

### **Generic Duties relevant to all members of staff**

#### **1.1 The Hundred of Hoo Nursery & Kids Club**

The ethos of the Nursery is Enabling Firm Foundations. All staff are expected to promote and utilise this model in everything they do.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the Nursery's visions and aims. All staff should act with professional integrity at all times.

#### **1.2 ICT**

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow the procedures as laid out in the Nursery's Acceptable Use Policy. Staff are also expected to ensure that they follow Academy policies with regard to professional conduct when using ICT systems or ICT equipment.

#### **1.3 Health and Safety**

Employees are required to work in compliance with the Nursery's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **1.4 Safeguarding**

The Hundred of Hoo Nursery & Kids Club is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the

guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Nursery. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Nursery and Nursery Manager. This job description will be reviewed annually and is an integral part of the appraisal policy and line management process.

### **Additional Information**

This post is exempt from The Rehabilitation of Offenders Act 1974 as the position involves working within the close proximity of young children. The post holder will be required to undertake an enhanced DBS disclosure check.

### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 relevant qualification or above	☺	
Satisfactory DBS check and references	☺	
Previous experience working with children		☺