



# City View

PRE-SCHOOL & NURSERIES LTD

## **JOB DESCRIPTION FOR: Early Years Childcare Practitioner**

**RESPONSIBLE TO**

The Lead Practitioner and Setting Managers.

**RESPONSIBLE FOR**

To work as a key-person and as part of the whole staff team, under direction of the Lead Practitioners and Managers to provide safe, high quality education and care for children. Ensuring that the practice carried out fulfils legal and statutory requirements.

To assist with the planning and implementation of the Early Years Foundation Stage (through attendance of staff meetings, training meetings and regular discussions).

To supervise and participate in promoting the children's care and welfare within the sessions (through supervision of activities – inside and outside, cleaning, changing children etc).

To help set up the room for the daily sessions and to clear away as necessary during the day (by ensuring that the areas used are clean and safe for the children).

To act as a key-person to a group of children, ensuring that individual needs are recognised and met (by liaising closely with parents / carers and ensuring each individual family's needs are taken into account).

To ensure that individual children's learning journeys including their next steps are kept up to date and shared with parents, colleagues and other external agencies where appropriate.

To advise the Lead Practitioner and Manager of any concerns with regard to children / adults / other staff / students and visitors, ensuring confidentiality at all times. This includes any disclosures made whilst at group (ensuring that record of conversation sheets are maintained – signed and dated, ensuring that only the Supervisors and / or Manager are informed).

To immediately act upon any concerns over safety of equipment / toys or hazards within the group (this includes removing it from use and reporting to Senior staff on duty)

To attend staff meetings, in-service training meetings and any other training as required by the Group (these may include outside training courses designed to improve staff knowledge / skills and understanding).

I hereby accept this job description as part of my job offer

Signed:..... Date:.....



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## **JOB DESCRIPTION FOR: Early Years Childcare Practitioner** **continued...**

To keep completely confidential any information gained whilst employed. This includes any information about children, families, other School / Pre-school staff, or School plans which are acquired as part of the job.

To promote the aim of the company and all organisations affiliated to the Campus and not to bring any name into disrepute, either through verbal or written comments / actions – these include computer usage at work and home. To act in a professional manner at all times and to respect and value the views of other adults / professionals / families – including children.

To be aware of and adhere to the current legislation for the group including Ofsted requirements (through ensuring that staff understand who to go to and where to go to get information).

To undertake any other reasonable duties as directed by the Supervisors / Managers, in accordance with the Company's and Campus' objectives.

To take part in health / safety and hygiene implementation throughout the year, as and when required.

**PLEASE NOTE - the term 'children' is used to describe babies, toddlers and young children.**

### **PERSON SPECIFICATION**

- Willingness to learn and undertake further training, in order to keep updated on relevant knowledge and good practice throughout their employment with us.
- Commitment to inclusion and diversity and an understanding of the implications.
- Commitment to children and their families.
- Friendly flexible approach
- Health cleared for the job and relevant Disclosure / Ofsted checks passed.

I hereby accept this job description as part of my job offer

Signed:..... Date:.....



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## CONFIDENTIALITY AND PROFESSIONALISM STATEMENT

We pride ourselves on keeping confidential matters confidential. Staff will gain personal information about children or their families, about staff or about School life that will need to remain confidential. Staff are expected to remain professional in their approach to their roles within the group and to extend this professionalism to outside of the group as well.

This professionalism includes comments made outside work, either verbally or in writing. It also includes the usage of computers and especially the internet / email systems. Please pay particular notice of the Code of Ethics which is issued to you on employment. This forms part of your job description and contract.

All staff are expected to keep this confidentiality and all breaches will be subject to disciplinary proceedings. As part of the Campus, staff may gain information / see incidents about School life or future School plans. Any personal information gained / seen therefore about teachers / staff / school children must remain confidential and not talked about to family members.

If staff have concerns over certain aspects of your working day then it is expected for them to discuss this with either a Lead Practitioner or a Manager. All discussions will remain confidential although records of conversation will be maintained. Concerns will be acted upon accordingly.

By signing this, staff agree to keep to the above confidentiality and professionalism statement.

I agree to the above statement on confidentiality and professionalism.

Signed.....

Dated.....