

JOB DESCRIPTION



Reading Borough Council	Department/Division: DESSH
Post Reference No: EYP0523	Location: Blagrove Nursery School
Job Title: Early Years Practitioner	Grade/Salary Range: RG3 -scp depending on experience

JOB PURPOSE

- To plan and deliver the EYFS to all children.
- To take responsibility for the safety, security and well-being of their key group.
- Ensure all policies and procedures are adhered to at all times.
- To continue professional development through training opportunities and self-development.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Headteacher
|
Teachers
|
EYP

MAIN DUTIES AND RESPONSIBILITIES

Act as a key person for a group of children.

Using the EYFS plan, with the Nursery team, activities and group time sessions, using appropriate resources to stimulate children's desire to learn

Implement planning, adapting activities to support the needs of specific children.

Use a range of skills to develop children's personal, social, emotional and behavioural development.

Communicate effectively with all children and develop their language skills.

Engage in a dialogue with parents/carers of their key children to further advance their children's learning and development.

Observe and assess children's learning, keeping records of progress on their key children.
Demonstrate the ability to interpret observations and convert to assessment of need.

Monitor children that are giving cause for concern and liaise with the SENCO to formulate and implement appropriate levels of support.

Be responsible, with the whole Nursery team, for creating and maintaining an attractive and stimulating environment that reflects children's interests & the wider world.

Know and follow nursery procedures in cases of emergencies, accidents and giving medicines.

Work with teaching assistants, students and volunteers in supporting children's learning and development.

To participate in staff meetings, INSET training and attend external training courses to further knowledge and skills, in line with the Nursery's identified priorities

To take responsibility for ensuring own knowledge is up to date and relevant, i.e. keeping abreast of current educational practices and other relevant areas such as Health & Safety, Equality & Diversity and Safeguarding Children

Implement the Nursery vision engaging and working with all stakeholders in the Nursery Community.

To undertake duties as may be required by the head teacher that are appropriate to the grade and designation of the post.

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budget responsibility
Monitoring resources

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - please specify

Is this post 'politically restricted' NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

PERSON SPECIFICATION



Authority: Reading Borough Council	Department/Division: Education and Children's Services
Post Reference No: EYP0616	Location: Blagrove Nursery School
Job Title: Early Years Practitioner	Grade/Salary Range: RG3 -scp depending on experience

Qualifications & Experience:

A recognised qualification in childcare NVQ 3 or equivalent, or relevant previous experience.

Current paediatric first aid qualification or a willingness to train.

Enhanced DBS disclosure.

Experience in the role of working with 2-3/3-4 year olds as a key person

Skills & Abilities:

To have recent, up to date knowledge of the EYFS curriculum.

To be able to use the EYFS to assess and plan for children's learning experiences.

To be flexible and reliable and have good interpersonal skills.

To have a solid understanding of child development.

To have knowledge and understanding and experience of how to support children to learn through play.

To be able to plan stimulating and interesting activities that support children's learning, using both the indoor and outdoor learning environment.

To be able to work constructively as part of a team.

To be able to work under own initiative being willing to take on additional responsibilities if needed to.

To be able to manage the children's health and hygiene requirements.

To be able to communicate effectively with staff, children and parents/carers and outside agencies

To maintain professional development and to undertake training as and when required.

To have good communication skills, both written and spoken.

To have competent IT skills.

To have knowledge of current legislation and practice in relation to safeguarding

To be able to demonstrate an awareness of equal opportunities and commitment to RBC's Equal Opportunities Policy.

Follow data protection guidance.

Specific working requirements:

Handling and lifting is a requirement of the post, training will be supplied.