

# JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: DCEESH
Post Reference No:	Location: Caversham Nursery School
Job Title: Early Years Practitioner	Grade/Salary Range:

## JOB PURPOSE

- To provide high quality and safe provision which promotes all aspects of development of the children who attend the Nursery School.
- To work as part of a team to ensure the efficient and effective running of the Nursery.
- To work as part of the nursery federation.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To work as part of a team of Early Years staff in providing high quality childcare and education reporting to the Team Leader.

## MAIN DUTIES AND RESPONSIBILITIES

- To promote the health, safety and welfare of the children in the Nursery school at all times.
- To have an understanding of and be able to follow all relevant OFSTED and Nursery school policies and procedures.
- To demonstrate inclusive practice at all times.
- To assist with the meeting of all children's hygiene requirements.
- To interact positively and appropriately with the children at all times, in all environments and all weathers: being at their level, which may include working on the floor.
- To model positive social interaction and play and to provide exciting learning experiences.
- To work with and support NVQ trainees, students, casual staff and others.
- To attend and participate in all staff meetings called by the Team Leader or Head of School including discussions on curriculum and the smooth running of the Nursery.
- To use initiative to ensure the smooth running of the learning taking place.

### Curriculum Responsibilities

- To understand and follow the Early Years Foundation Stage curriculum
- To value and encourage children in celebrations and activities from their own and other cultures.
- To use in the moment planning and support children's individual interests.

### Health & Safety Responsibilities

- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards are up to date.
- To care for, maintain and clean the nursery environment and play equipment, ensuring that communal areas such as toilets, kitchen and laundry are always clean and in order.

This is a shared responsibility with all staff.

- To report maintenance issues, in accordance with the Nursery policy.

### **Professional Development Responsibilities**

- To attend training courses as required, including all in-service training (inset) days.
- 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 and Safeguarding Children.

### **Nursery Development Responsibilities**

- To contribute to planning for developing the Nursery's services and practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and training.

### **Liaison Responsibilities**

- To form good professional relationships with parents, volunteer helpers and visitors to the Nursery school.
- To liaise with other agencies as appropriate maintaining confidentiality and professionalism.
- To build and maintain links with the local community.
- To work alongside governors involving them in the work of the Nursery.
- To be aware that the opportunity may arise to become a member of the Governing Body.

### **Other Responsibilities**

- To check levels of materials and consumables, following Nursery procedures for ordering stock.
- To assist with and attend fundraising events for the Nursery School.
- To assist in day to day administration of the Nursery School including;
  - answering the phone
  - taking messages
  - maintaining records, including accidents and incidents
- To undertake any other duties instructed by the Headteacher and Head of School.

### **Gateway Criteria**

- To demonstrate competence in practice against the NVQ level 3 mandatory unit criteria.
- To take responsibility for a key group of children.
- To use more developed communication skills to encourage and support social/positive behavioural development.
- To teach using in the moment appropriately for all children.
- To demonstrate the ability to interpret observations and convert to assessment of need.

### **Key Person Responsibilities**

- Ensure children's Tapestry profiles are up to date and accurate.
- To observe, assess and respond to children's learning and needs.
- To teach in the moment and record teachable moments.
- To greet and communicate effectively with the child's parents or carers on a daily basis.
- To produce children's reports.
- To be aware of family needs: supporting and offering advice; seeking extra support if necessary.
- To be involved in the planning and carrying out of home visits and child/parent induction and visits
- To plan and carry out meetings with parents to share information about their child's progress.



# PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DESSH
Job Title: Early Years Practitioner	Post Reference No:

## Qualifications/Education/Training:

- NNEB, DCE or NVQ3
- Current First Aid certificate or willing to undergo training within a month of being appointed.
- Basic Food Hygiene certificate or willing to undergo training within a month of being appointed.
- Level 1 Health & Safety training will be given.
- Manual handling and lifting training will be given.
- Universal Safeguarding training will be given.
- To be willing to continue professional development.

## Experience:

- To have experience of working with children under three years of age.
- If a key person to have experience of this.

## Skills and Abilities:

- A genuine love of working with children.
- The ability to record and assess the children achievements in line with the outcomes detailed in the Early Years Foundation Stage curriculum.
- Detailed knowledge of child development and the ability to help plan and deliver activities suitable for these very young children.
- The ability to work as a member of a team and to form good relationships with parent and other members of the school community.
- The ability to implement all policies, with particular regard to matters of safeguarding, behaviour, equality and health & safety.
- To be able to demonstrate an understanding of inclusive practice.
- To be able to teach to ensure children learn through their play
- To have good communication skills both written and oral.
- To have good administrative skills.
- The post holder must demonstrate flexibility at all times.

## Specific Working Requirements: