



## JOB DESCRIPTION

<b>Job Title:</b>	Early Years Practitioner
<b>Grade:</b>	E
<b>Hours:</b>	12 Hours per Week (term time and inset days)
<b>Responsible to:</b>	SMART Nursery Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Early Years Staff, Children <u>External:</u> Parents/Carers

### Main Purpose of Job

To take a pro-active role in the support of the educational, social and physical needs of children in the nursery; to support the curriculum set out by the Nursery Manager through the provision of a high level of input and assistance in the practical organisation of nursery activities. To undertake group work and ensuring the welfare and development of the children attending the nursery.

### Duties and Responsibilities

1. To work as a team member providing high quality of care for all children, ensuring that all their personal and physical needs are met, especially with regards to safety and welfare.
2. To work as a team member providing all children with stimulating opportunities to play through creative and explorative activities that encourage new and extended learning.
3. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Early Learning Goals. To take into account the learning support involved and follow the curriculum efficiently to aid all children to learn as effectively as possible.

4. To establish supportive relationships with children and parents/carers. To encourage and implement the acceptance, inclusion and equal opportunities for all children attending the nursery.
5. To encourage social integration and individual development of children. To develop methods of promoting and reinforcing children's self-esteem and well-being.
6. To act as a keyworker for individual children.
7. To prepare and maintain relevant nursery resources, including wall displays and tidying and cleaning up the nursery after activities. To ensure that basic classroom materials are available for use at child appropriate levels and regular changeover of activities according to planned objectives and child interest.
8. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all nursery materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary equipment and materials are readily available at all times and report to the Nursery Manager.
9. To run lunch and snack time supervision, remain with the children at all times ensuring safe eating is followed.
10. To assess, monitor and record children's progress in relation to the curriculum set out by the SMART Nurseries Manager, and to feedback to the Nursery Manager with regard to children's progress. Any concerns should be monitored with regard to delayed development, meetings should be held with parents/carers termly to discuss their child's progress and any next steps that need to be implemented in support with their early learning goals.
11. To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Nursery Manager.
12. To meet with the Nursery Manager and other appropriate personnel on a regular basis to discuss improvements to the care practices, delivery of the curriculum and progress and concerns regarding individual pupils.
13. To be aware of confidential issues linked to home/child/nursery and to ensure the confidentiality of such sensitive information.
14. To supervise individual or small groups of children within the nursery under the overall control of SMART's Nurseries Manager and Nursery Manager.

15. To supervise individual or small groups of children attending the Breakfast Club / After School Club / Holiday Club.
16. To provide suitable activities for individual or small groups of children attending the Breakfast Club / After School Club / Holiday Club.
17. To prepare and provide suitable food and drinks for children attending the Breakfast Club / After School Club / Holiday Club.
18. To administer minor first aid (as trained), assist the Nursery Manager in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed following nursery policies and procedures.
19. To carry out administrative tasks associated with all of the above duties as directed by the Nursery Manager.
20. To remain aware of all nursery policies, procedures and updates and work within all relevant nursery working practices, policies and procedures.
21. To attend staff meetings and nursery-based INSET training as required.

**Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: Senior HR Officer

Updated by: June 2024



**PERSON SPECIFICATION**

**Job Title:** Early Years Practitioner

**Department:** SMART

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	At least 2 years' experience of working with children.	Experience of working with children within an Early Years environment.	Application form.  Interview.
<b>Education and Training</b>	Attainment of 4 GCSEs or equivalent qualifications, to include Maths and English.  Attainment of Level 2 qualification in Early Years Care & Education or equivalent.  Food Hygiene/Handling qualification.	Paediatric First Aid qualification.  SEND training.	Application form.  Interview.
<b>Knowledge and Skills</b>	Awareness of the Development Matters and Birth to 5 documents.  Organisational skills. Good communication skills.  Skills in writing and planning appropriate activities for all children.	Knowledge of a range of issues relevant to education and child development.  Basic ICT skills.	Interview.

	Able to work closely with parents/carers to develop close professional relationship enabling secure transitions from parent to nursery.		
<b>Any Additional Factors</b>	<p>Commitment to the care and education of pre-school children.</p> <p>Patient and friendly approach.</p> <p>Self-motivated, and able to work in a team.</p> <p>Able to prioritise between different demands.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Furthering professional development, attending appropriate courses to extend and adapt current knowledge and skills to enable best practice and high quality of care to all children.</p>	<p>Interview.</p>

Date Updated: June 2024

Updated by: Senior HR Officer