

# JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: Education & Children's Services
Post Reference No:	Location: Norcot Early Years Centre
Job Title: Early Years Practitioner	Grade/Salary Range: RG3 SCP 5-7 Gateway 8-11

## JOB PURPOSE

- To provide high quality and safe provision which promotes the physical, emotional, social and intellectual development of the children who attend the Centre.
- To work as part of a team to ensure the efficient and effective running of the Centre.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- The post reports to the building's designated teacher/Senior Management Team (Nursery School) or:
- The post reports to the Day Care Manager/Deputy of Day Care (Day Care Building) or:
- The post reports to the SENDCo/Inclusion Lead

Reporting line depends on where the post is based within the Centre

## MAIN DUTIES AND RESPONSIBILITIES

- To promote the health, safety and welfare of the children in the Centre at all times.
- To have an understanding of and be able to follow all relevant OFSTED and Centre policies and procedures.
- To demonstrate inclusive practice at all times.
- To assist with the meeting of all children's hygiene requirements.
- To interact 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 NVQ trainees, students, casual staff and others.
- To participate in staff meetings called by the Team Leader or Head of Centre including discussing curriculum and projects and the smooth running of the Centre.
- To use initiative to ensure the smooth running of the activities taking place.

### Curriculum Responsibilities

- To understand and follow the revised Early Years Foundation Stage curriculum
- To positively encourage and support children in celebrating festivals and activities from their own and other cultures.

### Health & Safety Responsibilities

- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards is 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 Centre policy.

**Safeguarding**

- To attend Universal Safeguarding training and refresher training every 3 years.
- To know where to find Children's Single Point of Access contact details and know they can make a referral or contact for advice.
- To be able to report information on CPOMS.
- To assist DSL/DDSL's in completing reports for meetings as required.
- To adhere to the Safeguarding policy and Keeping Children Safe in Education appendix at all times, to know who the DSL and DDSL's (Designated Safeguarding Lead / Deputy Designated Safeguarding Lead) are and know how to report concerns.
- To be responsible for reading the Safeguarding Policy each year together with any updates or further information as and when distributed.

**Professional Development Responsibilities**

- To attend training courses as required, including all in-service 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.

**Centre Development Responsibilities**

- To contribute to planning for developing the Centre's services and practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and trainings.
- To ensure the needs of all children and families are met, being sensitive to gender, race, disability, creed, belief and sexual orientation. To celebrate diversity and challenge stereotyping, prejudice and discrimination.
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**Other Responsibilities**

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

**Keyworker Responsibilities**

- To take responsibility for being a keyworker for a group of children.
- To complete, review and implement I.E.P's for any children who require them (plan, do & review).
- To greet, communicate and liaise with the child's parents on a daily basis.
- To write any progress reports, leavers/progress, 2-year-old checks if appropriate.
- 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, if appropriate.
- To contribute to reports required by other internal & external professionals.

**Gateway criteria**

- To take on an area of responsibility within the Centre.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST	
What level of DBS check is required for this post ?	ENHANCED
Is this post eligible for a check against the list of people barred from working with vulnerable adults?	NO
Is this post eligible for a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post ( <i>excluding standard identity/work permit/education qualification checks</i> )? – please specify	
Is this post 'politically restricted'?	NO
What Level H&S Responsibilities are applicable to this post?	LEVEL 1
Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified	
Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above	

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**Qualifications/Education/Training:**

- NNEB, DCE or NVQ3
- Current First Aid course or willing to undergo training within a month of being appointed.
- Basic Food Hygiene certificate or willing to undergo training with 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 being a key worker for children within a nursery or centre.

**Skills and Abilities:**

- To have a clear understanding of the revised Early Years Foundation Stage
- To be able to demonstrate an understanding of child development.
- To be able demonstrate an understanding of inclusive practice.
- To be able to plan activities to ensure children learn through their play
- To be able to set up relevant and exciting activities to facilitate children's learning.
- To have good communication skills both written and oral.
- To have good administrative skills.
- To have an understanding of current health and safety legislation.
- To have an understanding of current safeguarding practice.
- The post holder must demonstrate flexibility at all times.

**Specific Working Requirements:**

If the post holder is working within the Day Care building, working hours will be on an early/late shift basis and all year round.

Working hours in the Day Care building may also be compressed into a 4-day working week, all year round. Three days annual leave must be allocated from the annual leave entitlement.