

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Early Years Practitioner</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To be part of an EYFS team, where each member uses their relevant skills to ensure the efficient running of the Nursery. The team will provide high quality education and care in a stimulating environment</li> </ul>
<b>Reporting to:</b>	Nursery Manager
<b>Disclosure level</b>	Enhanced
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>To support the Room Senior so that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.</li> <li>To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety.</li> <li>To participate in planning and organising appropriate play and educational activities.</li> <li>To observe, assess and contribute to the written record of each child's progress.</li> <li>To foster each child's development and growth of independence and self-reliance.</li> <li>As part of the team, to contribute and participate in: - Planning and preparation of the class, group work and individual work to suit the needs and age of the children, record keeping - Participating in meetings relating to: curriculum development, general administration, school organisation and pastoral arrangements.</li> <li>Maintaining good order and discipline among nursery children and safeguarding their health and safety.</li> <li>To provide personal care to a child, whilst at the same time encouraging their independence.</li> <li>To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.</li> <li>To implement the nursery policies fully.</li> <li>To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.</li> <li>To be aware of own practice and keeping up with current trends in education.</li> <li>Attending relevant courses when possible, in accordance with priorities in the Nursery Development Plan.</li> <li>In carrying out the tasks in this job description you have a duty (under Health &amp; Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment</li> <li>To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.</li> <li>To support the Room Senior in completing the planning which take in to account the requirements of the Early Years Foundation Stage (EYFS)</li> </ul>

	<p>curriculum for guidance, by providing information with regard to Key Children and the Nursery setting.</p> <ul style="list-style-type: none"> <li>• To take part in the Supervision and Performance Management process, maintaining expertise and attending training as directed as part of CPD.</li> <li>• To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.</li> <li>• To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.</li> <li>• To offer an appropriate level of interaction, support and stimulation to all children within the setting.</li> <li>• To attend staff meetings.</li> <li>• To keep completely confidential any information regarding the children, their families or other staff, and to demonstrate by example a professional culture throughout the organisation.</li> <li>• To keep up to date with current good practice</li> <li>• To be prepared to stand in for other staff in their absence as directed by Nursery Management.</li> <li>• To undertake any reasonable duties as directed by the Nursery Management Team or their proxy in relation to the Nursery business.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by the Governing Committee to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

*I confirm that I have read and understood the details contained within this job description.  
I understand that by signing this document, I agree to the terms and conditions contained within it.*

<b>Signed</b>	
<b>Print Name</b>	
<b>Dated</b>	