

BTC Trust Trading

LITTLE BEECHES NURSERY



**Nursery Practitioner Level 3**

**Grade: £11.86 per hour**

**Children come first:** First and foremost, the role of the Nursery is to enable children to achieve their potential, and it is this assumption that drives the culture and activity of the Nursery. It also drives the Nursery's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Nursery shares this philosophy.

**All staff employed at the Nursery are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Nursery. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Nursery in its wider community.

#### **PERSONAL PROFILE**

The success of Little Beeches Nursery rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of children centredness, equality of opportunity and parity of esteem for staff and children. They must enjoy working within the team philosophy. This post is not about building empires, it is about adopting and promoting corporateness. Like any other post in the Nursery, it is about valuing people, working in partnership with others and supporting individual progression and achievement. Crucially the post holder must have a commitment to comprehensive education and training and believe passionately in the entitlement of individuals of all ages to learning.

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### Core Purpose

- To ensure all children are safeguarded and their welfare and safety is promoted.
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.
- As a member of the nursery team, to work in partnership with staff, parents, carers and their children
- To adopt a flexible, professional approach in promoting the development, welfare and potential of all children attending the nursery.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- To contribute to a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members.
- To keep records of your children's development and learning journeys and share this with parents, carers and other key adults in the child's life.
- To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery and to follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure.
- Liaise with and support parents and other family members.
- To attend out of working hours activities, e.g. training, regular staff meetings, parents evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Recording accidents in the accident book. Ensure the Duty Manager has initialled the report before the parent receives it.
- Look upon the nursery as a "whole" where can your help be most utilised? Be constantly aware of the individual needs of all children.
- To respect the confidentiality of all information received.
- To ensure that children's interests are followed and promoted.
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.

### Specific Childcare Tasks

- The preparation and completion of activities to suit each individual child's stage of development and interests.
- Supervise meals and mealtimes as appropriate.
- Washing and changing children as required.
- To use a positive approach to the management of children's behaviour, promoting children's self-esteem.

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- To encourage children to engage in a variety of activities, playing alongside children, modelling how to play and developing language.
- To support the children in their group and individual learning and development, eg. extending their thinking skills, discussing their understanding of learning objectives.
- To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To support the team in ensuring that a comforting, caring and calm atmosphere is created within the Nursery environment.
- To promote the learning environment by setting out resources.
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.

### **Physical Working Conditions**

- Working with children in the nursery environment, sitting on the floor, at low tables and furniture, a lot of time will be spent being physically active.
- Daily use of the outside provision, be suitably dressed for all weather conditions.
- Physically carrying and assembling play equipment.
- Use of a range of IT equipment

### **Other Duties**

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of BTCT Trading
- From time to time you may be required to carry out other duties commensurate with the role.

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#### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	<p>Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.</p>	
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of a full and relevant NVQ Level 2 in Early Years Childcare and Education or Equivalent</li> <li>• Safeguarding Children (Level 1).</li> <li>• Current paediatric first aid certificate.</li> <li>• Have GCSE or equivalent in literacy and numeracy</li> <li>• Experience of working in early years setting.</li> <li>• Experience of working with young children</li> <li>• Knowledge of key person systems and record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Full and relevant NVQ Level 3 in Early Years Childcare and Education or Equivalent</li> <li>• Current Food Hygiene Certificate.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the legal framework (EYFS Statutory Framework), Early Years Outcomes, Birth to 5 Matters and Development Matters.</li> <li>• Good standard of literacy and numeracy.</li> <li>• Ability to be organised and methodical and to work under limited</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of the Special Educational Needs Code of Practice</li> <li>• Awareness of health and safety issues and practical hygiene issues.</li> </ul>

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	<p>supervision and sometimes with initiative</p> <ul style="list-style-type: none"><li>• Knowledge of child development</li></ul>	
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