

Job Description for Early Years Practitioner

Reports to: Deputy Nursery Manager/Nursery Manager

Main responsibilities: To deliver a high standard of learning, development and care for children aged 0-5 years.

To deputise for the Deputy Nursery Manager/Nursery Manager.

To ensure that the preschool nursery is a safe environment for children, staff and others.

To developing partnerships with parents/carers to increase involvement in their child's development.

To be responsible for any tasks delegated by the Deputy Nursery Manager/Nursery Manager.

Main activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the preschool nursery meets Ofsted requirements at all times.
- To undertake designated officer roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

Person Specification for Early Years Practitioner

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 2 qualification in Children and Young Peoples Workforce or equivalent.	Food Hygiene Certificate Paediatric First Aid
Experience/ Knowledge	Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. Knowledge and proven practical experience of implementing good quality learning opportunities.	Recent experience working in a Preschool /Nursery setting
Skills & Attributes	Empathy and understanding of children under five. Excellent verbal and communication skills with children and parents. Ability to write reports and keep clear and accurate records. Excellent organizational skills Administrative and basic IT skills Calm and caring nature Ability to work as part of a team Able to work on own initiative	
Personal Qualities	Reliable, enthusiastic, and flexible A commitment to quality in all areas, with a high level of motivation and enthusiasm Able to perform under stress A creative thinker A good sense of humour	