

## Happy Nursery Days / Ekaya Housing Association Limited



### EARLY YEARS PRACTITIONER

<b>Salary:</b>	As Advertised
<b>Reports To:</b>	Nursery Manager
<b>Hours:</b>	40 hours per week

### JOB DESCRIPTION

#### Objectives of the Post

- To provide a high standard of the Revised EYFS statutory framework.
- To give support to other personnel within the Nursery.
- To implement the daily routine in the base room.

#### Key Areas

- Work with Children
- Team Work
- Liaise with Parents and other professionals

#### Main Duties and Responsibilities

Early Years Practitioners teach all areas of the foundation stage, which is focused on helping the children to achieve early learning goals. Activities include:

1. Motivating and stimulating the children's learning abilities, encouraging learning through experience.
2. Providing care and support to children and providing them with a secure environment to learn.
3. Devising and producing visual aids and teaching resources.
4. Organising learning materials and resources and making imaginative use of resources.
5. Assisting with the development of children's personal/social and language abilities.
6. Supporting the development of children's basic skills, including physical coordination, speech and communication.

7. Encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play.
  8. Developing children's curiosity and knowledge.
  9. Working with others, including apprentices as well as volunteer helpers and students, to plan and coordinate work both indoors and outdoors.
  10. Sharing knowledge gained with other practitioners and parents.
  11. Observing, assessing and recording each child's progress and sharing with parents.
  12. Attending in-service training.
  13. Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the nursery.
  14. Keeping up to date with changes in the curriculum and developments in best practice.
  15. To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
  16. To maintain confidential information regarding the children and their families or other staff that is acquired as part of the job.
  17. To undertake and lead on additional responsibilities such as SENCO, behavior management officer and health and safety officer.
- Some Early Years Practitioners, with the Deputy Nursery Manager, will make home visits prior to a child starting nursery.

### **Equal Opportunities**

1. To undertake any other duties commensurate with the post as agreed with the Chief Executive.
2. In the undertaking of all duties to adhere and demonstrate commitment to Ekaya's Equal Opportunities Policy.
3. To ensure all staff adheres to the Association's policies and procedures, at all times

This job description should be operated with reference to all of the Association's agreed policies and procedures including Equal Opportunities, Health & Safety and the Staff Code of Conduct.

**This job description describes the current duties and responsibilities of the post. No job description can be entirely comprehensive and the post holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. The job description will be subject to periodic review in the light of experience.**

However, as the post evolves, gradual changes to the duties may occur. Where substantial changes occur either which affect other post-holders or the level of responsibility of the post consultation will take place with the staff affected as appropriate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post-holder)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Human Resources)



**EARLY YEARS PRACTITIONER**

**PERSON SPECIFICATION**

**Education / Qualification**

NNEB Diploma or equivalent	<b>Essential</b>
Recent First Aid qualification	<b>Essential</b>
Basic Food Hygiene Certificate	<b>Desirable</b>
Other related training	<b>Desirable</b>

**Knowledge**

Knowledge of Children Act 2006	<b>Essential</b>
Knowledge of the Desirable Outcomes	<b>Essential</b>
Knowledge of child development	<b>Essential</b>

**Experience**

Experience in a day-care setting	<b>Essential</b>
Experience working with young children	<b>Essential</b>
Knowledge of key-worker systems and record keeping	<b>Essential</b>

**Skills / Abilities**

Ability to communicate well with adults and children	<b>Essential</b>
To be able to demonstrate the ability to work as part of a team	<b>Essential</b>
Ability to write legibly and good presentation skills	<b>Essential</b>
Computer literate	<b>Desirable</b>
Good organisational skills	<b>Desirable</b>
Demonstrate creative ability	<b>Essential</b>

**Skills / Abilities**

Understanding of Equal Opportunities	<b>Essential</b>
Awareness of Health and Safety and practical hygiene issues	<b>Essential</b>