

Happy Nursery Days' / Ekaya Housing Association Limited



Early Years Practitioner – Room Leader

Salary:	As Advertised
Reports To:	Nursery Manager
Hours:	40 hours per week

JOB DESCRIPTION

OBJECTIVES OF POST

- To provide a high standard of the Revised EYFS statutory framework.
- To offer support and supervise other staff in the Nursery.
- To be a creative and reflective leader, able to implement new ideas and use a range of strategies to continually improve practice and support the management team.

KEY AREAS

- Work with Children
- Team Work
- Liaise with and support parents/ carers and their family members
- Liaise with other professionals and Local Authority associated with the setting

MAIN DUTIES AND RESPONSIBILITIES

Early Years Practitioner teaches 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. Observing, assessing and recording each child's progress.
10. Overall responsibility and organisation of their based room.
11. Induction of new staff into the daily routine, roles and responsibility, including the key person system
12. Responsible for temporary cover staff, as well as volunteer helpers, apprentices and students, to plan and coordinate work both indoors and outdoors.
13. Responsible for the development of planning and implementation of the key person systems to monitor and record child development.
14. Sharing knowledge gained through training or other professionals with practitioners
15. Attending in-service training.
16. Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the nursery.
17. Keeping up to date with changes in the EYFS and best practice.
18. To direct and support staff as agreed by the nursery manager.
19. To promote and support the safeguarding of children in the setting, ensuring that all staff observe the policies and procedures to keep children safe from harm.

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.

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, 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: _____
(Nursery Manager)



EARLY YEARS PRACTITIONER – Room Leader

PERSON SPECIFICATION

Attributes	Criteria No.	Criteria
<i>Relevant Experience</i>	1. 2. 3.	Experience in a day-care setting Experience working with young children Experience of leading a room.
<i>Education and Training</i>	4. 5. 6.	NVQ Level 3 in Early Years Care and Education Diploma in Childcare Education BTEC National Diploma in Early Years or equivalent
<i>General and Special Knowledge</i>	8. 9. 10. 11. 12. 13. 14. 15.	Knowledge of Early Years Foundation Stage Knowledge of Safeguarding Children, child protection issues and confidentiality Knowledge of children's learning and development Knowledge of Special Educational needs and/or disability and Behaviour Management Understanding of Equal Opportunities Knowledge of key-worker systems and record keeping Awareness of Health and Safety and practical hygiene issues
<i>Skills and Abilities</i>	16. 17. 18. 19. 20.	Ability to communicate well with adults and children To be able to demonstrate the ability to work as part of a team Ability to plan activity programme to stimulate learning and development, based on children's individual needs Ability to write clear observational assessments and evaluate children's achievements Good report writing skills Computer literate
<i>Additional Factors</i>	21. 22. 23.	Good time management Demonstrate creative ability Good organisational skills