

Happy Nursery Days / Ekaya Housing Association Limited



EARLY YEARS PRACTITIONER

Reports To: Nursery Manager

Hours: 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

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

1. To understand and work to Happy Nursery Days policies and procedures, including how to safeguard children and how to respond to incidents, accidents, complaints and emergencies at all times.
2. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members).
3. To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
4. Support all staff and engage in a good staff team.
5. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.

6. To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
7. To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
8. To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fair, etc.
9. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleaning of equipment, etc.
10. To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
11. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
12. To develop your role within the team, especially with regards to being a key person.
13. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
14. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
15. To support nursery assistants, students and volunteers.
16. To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
17. To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc.

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)

Happy Nursery Days / Ekaya Housing Association Limited



EARLY YEARS PRACTITIONER

PERSON SPECIFICATION

Education / Qualification

NNEB Diploma or equivalent **Essential**

Recent First Aid qualification **Essential**

Basic Food Hygiene Certificate **Desirable**

Other related training **Desirable**

Knowledge

Knowledge of Children Act 2006 **Essential**

Knowledge of the Desirable Outcomes **Essential**

Knowledge of child development **Essential**

Experience

Experience in a day-care setting **Essential**

Experience working with young children **Essential**

Knowledge of key-worker systems and record keeping **Essential**

Skills / Abilities

Ability to communicate well with adults and children **Essential**

To be able to demonstrate the ability to work as part of a team **Essential**

Ability to write legibly and good presentation skills **Essential**

Computer literate **Desirable**

Good organisational skills **Desirable**

Demonstrate creative ability **Essential**

Skills / Abilities

Understanding of Equal Opportunities **Essential**

Awareness of Health and Safety and practical hygiene issues **Essential**