



EARLY YEARS PRACTITIONER (LEVEL 3)

JOB DESCRIPTION

This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the post holder and the Nursery Manager and/or Headmaster during the interim.

Directly responsible to:

1. The Headmaster (Overall responsibility)
2. The Nursery Manager
3. The Room Leader

Main Purpose of Job

To provide high quality, inclusive care and education for the children in the Nursery, in line with the Early Years Foundation Stage Framework.

General Duties of all Staff

- To share in the corporate responsibility for the pastoral care, well-being and discipline of all children at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies.
- To support and promote the ethos of the school, upholding the core values outlined in the 'St Francis Framework'.
- To ensure that corridors, classrooms, pitches, playgrounds and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

Main Duties and Responsibilities

1. To care for and educate the children in your care.
2. To provide for the individual physical, emotional, social, intellectual and development needs of the children.
3. To provide and maintain a clean, hygienic, safe and stimulating environment.
4. To provide a range of suitable activities and experiences to meet the developmental needs of the children.
5. To work in partnership with the parents/carers of the children in your care and to encourage their involvement in the aims of the Nursery and in all aspects of their children's care.
6. To work as a member of a team of staff.
7. To maintain written records as required.
8. To attend relevant training as required.
9. To attend relevant meetings as required.

10. To work as a Key Person and to be responsible for a group of key children.
11. To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Room Leader and the Nursery Manager.
12. To assist in the provision of an attractive and stimulating range of equipment, activities and displays (indoors and outdoors), relevant to the ages and needs of the children, all of which encourage independence, self-motivation and eagerness to learn.
13. To help children with feeding, changing clothes and toileting.
14. To provide comfort and warmth to a poorly child.
15. To ensure that mealtimes are a time of pleasant, social sharing.
16. To report any signs of illness, neglect or apparently non-accidental injury.
17. To ensure that each child is collected in accordance with collection procedures.
18. To record, with appropriate support and training, safeguarding information using the appropriate forms.
19. To be flexible within working practices of the Nursery. To be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snacks, cleansing of equipment, clearing of rubbish/recycling, cleaning/clearing of the learning areas, as necessary.

General Duties and Responsibilities

1. To work within the Policies and Procedures of Little Saints Nursery
2. To work within the Health and Safety Policy and Procedures of Little Saints Nursery.
3. To work in a manner consistent with the Inclusion and Diversity Policy and Procedures of Little Saints Nursery.
4. To work in a manner consistent with the Safeguarding Children and Young People Policy and Procedures of Little Saints Nursery.
5. To undertake any other duties which may be required by the Room Leader, Deputy Manager, Nursery Manager or Headmaster
6. To be prepared to undertake additional training deemed suitable for the fulfilment of the role
7. To be familiar with the EYFS Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation

**Produced by Headmaster and Nursery Manager
May 2017**



EARLY YEARS PRACTITIONER (LEVEL 3) PERSON SPECIFICATION

The following lists provide the Essential and Desirable Skills, Qualities, Training, Experience and Qualifications for the post of Early Years Practitioner at Little Saints Nursery at St Francis School.

Essential Skills, Qualities, Training, Experience and Qualifications

- A recognised Level 3 childcare qualification, such as the NNEB, DCE, NVQ Level 3 or equivalent
- Experience of working with Nursery aged children
- A commitment to working with children and their families, and a genuine liking for children
- A commitment to provide a high standard of care and education for children
- An understanding of and commitment to safeguarding children
- An understanding of and commitment to inclusion and diversity
- The ability to interact well with children and with adults
- The ability to provide warm and consistent care for children
- An understanding of child development and behaviour
- An understanding of the range and types of activities/experiences children need to help them progress and develop
- An understanding of: the relevant curriculum framework; the importance of working closely with parents; Health and Safety issues and how to keep children safe; the importance of confidentiality
- The ability to use initiative, and to show flexibility, reliability and enthusiasm
- The ability to work as a member of a team
- Good communication skills, both written and oral
- A commitment to on-going professional development
- A sound level of ICT competence and use in the classroom and in administration
- The ability to keep accurate and detailed records on children's development as a key person
- The ability to set appropriate limits for children

Desirable

- Experience of working in a day care environment.
- Paediatric First Aid Qualification
- Evidence of recent professional development

**Compiled by the Headmaster and Nursery Manager
May 2017**