

## Early Years Practitioner Job Description

### Early Years Professional (Level 3)

- Closing Date: Friday 27th June at 6pm
- Job Start Date: ASAP
- Contract/Hours: Permanent
- Key Stage: Early Years (children age 1 – 4 years)
- Salary Type: Grade 6
- Salary Details: pro-rata salary = £25,992 -£28,163
- Hours of Work: 7.45am-6pm (with a 60 minute break) working 4 days per week (37 hours).
- Location: Grandpont Nursery School, White house Road, OX1 4QH
- Contact e-mail address: office@grandpontnurseryschool.co.uk

### Purpose of role

To work as part of a team of Early Years staff in providing high quality childcare and education reporting to the Childcare Manager.

- To provide high quality and safe provision which promotes all aspects of development of the children who attend the Nursery School and Childcare.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To ensure that the nursery is a safe environment for children, staff and others.
- To develop and maintain partnerships with parents/carers to share involvement in their child's development.
- To work as part of a team to ensure the efficient and effective running of the Nursery School and Childcare.

### Main duties and responsibilities

- To promote the health, safety and welfare of the children in the Nursery school at all times.
- To have an understanding of and be able to follow all relevant OFSTED and Nursery school policies and procedures.
- To demonstrate inclusive practice at all times.
- To assist with the meeting of all children's health, safety and hygiene requirements.
- To interact positively and appropriately with the children at all times, in all environments and all weathers: being at their level, which may include working on the floor.
- To model positive social interaction and play and to provide exciting learning experiences.
- To work with and support NVQ trainees, students, casual staff and others.
- To attend and participate in all staff meetings called by the Childcare Manager and/or Headteacher including discussions on curriculum and the smooth running of the Nursery.
- To use initiative to ensure the smooth running of the learning taking place.

### **Curriculum Responsibilities**

- To understand and follow the Early Years Foundation Stage curriculum.
- To value and encourage children in celebrations and activities from their own and other cultures.
- To use in the moment planning and support children's individual interests.

### **SEND Responsibilities**

- To communicate and liaise with the SENCo, to support children with SEND, implementing the Graduated response.
- To undertake training to ensure a secure understanding of early identification of SEND and how the implementation of the graduated response supports high aspirations for all children, working in partnership with parents.

### **Health & Safety Responsibilities**

- To comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards are up to date.
- To care for, maintain and clean the nursery environment and play equipment, ensuring that communal areas such as toilets, kitchen and laundry are always clean and in order. This is a shared responsibility with all staff.
- To report maintenance issues, in accordance with the Nursery policy.

### **Professional Development Responsibilities**

- To attend training courses as required, including all in-service training (inset) days.
- To take responsibility for ensuring own knowledge is up to date and relevant, i.e. keeping abreast of current educational practices and other relevant areas such as Health & Safety and Safeguarding Children.

### **Nursery Development Responsibilities**

- To contribute to planning for developing the Nursery's services and practice.
- Sharing knowledge both existing and gained through daily practices, team meetings and training.

### **Liaison Responsibilities**

- To form good professional relationships with parents, volunteer helpers and visitors to the Nursery school and Childcare.
- To liaise with other agencies as appropriate maintaining confidentiality and professionalism.
- To build and maintain links with the local community.
- To work alongside governors involving them in the work of the Nursery.
- To be aware that the opportunity may arise to become a member of the Governing Body.

### **Other Responsibilities**

- To check levels of materials and consumables, following Nursery procedures for ordering stock.
- To assist with and attend fundraising events for the Nursery School.
- To assist in day to day administration of the Nursery School including; -answering the phone - taking messages -maintaining records, including accidents and incidents
- To undertake any other duties instructed by the Headteacher and Childcare Manager.

**Gateway Criteria**

- To demonstrate competence in practice against the NVQ level 3 mandatory unit criteria.
- To take responsibility for a key group of children.
- To use more developed communication skills to encourage and support social/positive behavioural development.
- To teach using in the moment appropriately for all children.
- To demonstrate the ability to interpret observations and convert to assessment of need.

**Key Person Responsibilities**

- Ensure children's Tapestry profiles are up to date and accurate.
- To observe, assess and respond to children's learning and needs.
- To teach in the moment and record teachable moments.
- To greet and communicate effectively with the child's parents or carers on a daily basis.
- To produce children's reports.
- To be aware of family needs: supporting and offering advice; seeking extra support if necessary.
- To be involved in the planning and carrying out of home visits and child/parent induction and visits
- To plan and carry out meetings with parents to share information about their child's progress.