

# JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: DCEESH
Post Reference No:	Location: Caversham Nursery School
Job Title: Early Years Practitioner	Grade/Salary Range:

## JOB PURPOSE

- To provide high quality and safe provision which promotes all aspects of development of the children who attend the Nursery School.
- To work as part of a team to ensure the efficient and effective running of the Nursery.
- To work as part of the nursery federation.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

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

## 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 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 Team Leader or Head of School 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.

### 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.
- 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 Head of School.

### **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.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

**What level of CRB check is required for this post ?**    ENHANCED

**Is this post eligible for a check against the list of people barred from working with vulnerable adults?** NO

**Is this post eligible for a check against the list of people barred from working with children?** YES

**What other security/safer recruitment clearances are required for this post** (*excluding standard identity/work permit/education qualification checks*)? – please specify

**Is this post 'politically restricted'?**                                NO

**What Level H&S Responsibilities are applicable to this post?** LEVEL 1

**Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified**

**Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above**

# PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DESSH
Job Title: Early Years Practitioner	Post Reference No:

## Qualifications/Education/Training:

- NNEB, DCE or NVQ3
- Current First Aid certificate or willing to undergo training within a month of being appointed.
- Basic Food Hygiene certificate or willing to undergo training within a month of being appointed.
- Level 1 Health & Safety training will be given.
- Manual handling and lifting training will be given.
- Universal Safeguarding training will be given.
- To be willing to continue professional development.

## Experience:

- To have experience of working with children under three years of age.
- If a key person to have experience of this.

## Skills and Abilities:

- A genuine love of working with children.
- The ability to record and assess the children achievements in line with the outcomes detailed in the Early Years Foundation Stage curriculum.
- Detailed knowledge of child development and the ability to help plan and deliver activities suitable for these very young children.
- The ability to work as a member of a team and to form good relationships with parent and other members of the school community.
- The ability to implement all policies, with particular regard to matters of safeguarding, behaviour, equality and health & safety.
- To be able to demonstrate an understanding of inclusive practice.
- To be able to teach to ensure children learn through their play
- To have good communication skills both written and oral.
- To have good administrative skills.
- The post holder must demonstrate flexibility at all times.

## Specific Working Requirements: