

Role Profile: Early Years Practitioner



King's School & Nursery

Purpose

To participate in the provision of a safe, stimulating and caring learning environment.

To contribute fully in the provision of a full and balanced range of learning activities, ensuring the care and well-being of children and maintaining positive links with parents and professionals working with the nursery and school.

Key Accountabilities

1. To be aware of, adhere to, promote and uphold nursery policies, procedures and risk assessments.
2. To work to the Early Years Foundation Stage Framework
3. To maintain health, safety and hygiene regulations at all times as stated in our policies and procedures.
4. To work the Key Person system.
5. To participate in planning, preparation and observations.
6. To liaise with the Room Leader over all matters concerning the children and initiate activities which have been planned for the children.
7. Be prepared to do those jobs that are necessary for the everyday successful running of the nursery.
8. To offer all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background.
9. To meet the Nursery dress code and standards at all times, including wearing the uniform provided and protective aprons for mealtimes.
10. To work in such a way as to promote a happy atmosphere for the staff and children.
11. To liaise with parents and be sensitive to their needs and to abide by the rules of confidentiality.

- 12. To attend staff meetings, training days and Open Days/Evenings as required.
- 13. To work, if required, with different aged children within the 0-3 nursery setting and, on occasions, with children aged from 3 – 11 years old in the school setting.
- 14. Any other duties as requested by the Nursery Manager or School Headteacher.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>The Early Years Practitioner will be able to:</p> <p>Demonstrate an ability to work communicate with young children</p> <p>Show a clear understanding of safeguarding and child protection</p> <p>Plan effective activities for children of all abilities</p> <p>Observe, monitor and provide constructive feedback on children’s progress</p> <p>Understand the roles of parents and carers in children’s learning and demonstrate ability to liaise with parents and carers sensitively and effectively</p> <p>Work independently as well as part of a team</p> <p>Work creatively</p> <p>Provide necessary personal care to children</p> <p>Develop their knowledge through the evaluation of their own learning needs</p> <p>Organise, lead and motivate a team, and work well as part of it</p>	

	<p>Demonstrate very good numeracy, literacy and ICT skills</p> <p>Show personal integrity, honesty, energy, stamina, flexibility and enthusiasm</p> <p>Be open-minded, self-evaluating and adaptable to changing circumstances and ideas</p>	
Qualifications	A full and relevant Nursery Assistant qualification such as NVQ Level 2, CCLD, NNEB, CACHE or equivalent	<p>NVQ Level 3</p> <p>First Aid Certificate</p>
Experience	<p>The Early Years Practitioner should have experience of:</p> <p>working in an Early Years setting</p> <p>implementing the Early Years Foundation Stage</p> <p>working with children with additional needs</p> <p>working with relevant age groups within a learning environment</p>	<p>In addition, the Early Years Practitioner might have experience of:</p> <p>working with outside agencies</p> <p>previous experience of caring for or working with children in a voluntary or paid capacity</p>

Key Stakeholders:

Internal – Headteacher, Nursery Manager, All School Non/Teaching Employees, Pupils

External – Educational Establishments, Suppliers, Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: