



## Job Description

**Job Title:** Early Years Practitioner

**Responsible to:** Early Years Lead, Deputy Early Years Lead, Nursery Team Manager

**Pay:** £28,431 to £29,211

### Purpose of job

To work as a member of the Early Years team to provide high quality education and care appropriate to the developmental needs of the children, working in partnership with their parents/carers.

To promote the physical, social, emotional and intellectual development of children through a sensitive understanding of each child's changing needs, while always encouraging their independence and self-reliance.

To provide and sustain, in cooperation with the team, a stimulating, secure and caring environment that promotes equal opportunities for the children and their parents, families and carers.

To engage with parents, children and families promoting children centre services through the Children's centre and outreach within the community to engage families.

### Main Tasks/Duties

1. Observing, assessing and recording each child's progress in accordance with the centre's policies using the expertise of colleagues and outside agencies to draw up individual plans for children when appropriate.
2. Planning and evaluating daily, weekly and termly to meet the needs and interests of children leading to the achievement of the relevant Foundation Stage curriculum.

3. To work with individual and groups of children as appropriate to their development, age and interests, ensuring that each child has access to a broad, balanced, relevant and differentiated curriculum.
4. To take responsibility for children in both the indoor and outdoor areas, providing appropriate levels of support and supervision.
5. To ensure that those children with special and educational needs are identified, cared for and have an appropriate well-planned individual educational plan.
6. To support and value each child's home, culture and language.
7. Share responsibility for the presentation of children's work and the compilation of displays which celebrate achievement, support areas of interest or provide information about the Children's Centre.
8. Support the children and parents in learning to take care of resources and equipment and to help them to take responsibility for putting them away tidily in the right place.
9. Share responsibility for the selection, making and maintenance of resources and equipment.
10. To maintain confidentiality of information about children and their families, sharing sensitive or personal information only with those colleagues who need to know.
11. Attend parent meeting, assist in events that promote the centre or community as required by the CEO.
12. Implement the Equality and Diversity Policy fully, and actively work to challenge disadvantage and to overcome discrimination and stereotyping.
13. Monitor and maintain daily the safety and cleanliness of both the indoor and outdoor learning environment and monitoring the implementation of the Health and Safety policy.
14. Administer First Aid in accordance with policy and to be responsible for recording accidents and informing other staff and parents about them.
15. To keep up to date with current legislation and practice in the education and care of young children.
16. Participating in the development, implementation, monitoring and reviewing of the nursery's policies, procedures and plans.
17. Share in making decisions and recommendations about routines, procedures and organisation of space to maximise the achievement of all children

18. To attend and participate in staff meetings and professional training days.
19. Participate in the training and support of other Early Years Practitioners and students.

### **Early Years Practitioner Person Specification – Short-Listing Criteria**

#### **Experience**

- 2 years post-qualification experience

#### **Knowledge**

- An understanding of children's needs from birth to 5 years old and the ability to foster and promote their development in all areas of learning including physical, intellectual, emotional and social development.
- An essential understanding of the Early Years Foundation Stage.
- A commitment to and understanding of implementing a nursery's equal opportunities policy, child protection and anti-discriminatory practice.
- Awareness of Health and Safety legislation and issues, and the ability to apply in the context of the post.

### **Skills**

- Ability to communicate clearly orally and in writing and an ability to assess, observe and record children's progress and development.
- An ability to work in partnership with parents and an understanding and knowledge of supporting parents.
- Ability to relate easily to children and parents and to establish and maintain effective working relationships at all levels
- Ability to plan short, medium and long term, to meet children's interest and needs to ensure a broad and balanced curriculum.
- Ability to be flexible, to show initiative and develop new skills.
- Ability to work positively in a team

### **Education/ Training**

- NNEB certificate, NVQ level 3, BTEC in childcare or BTEC Diploma in childhood Studies/Nursery Nursing.
- Valid First Aid Certificate is desirable

**Hours:** 37.5 hour week

**Location:** Quaggy Children's Centre, Orchard Hill, Lewisham SE13 7QZ

**Holiday entitlement:** 25 days a year and bank holidays  
(3 days of which must be taken at Christmas)

QDT operates an auto enrolment pension