



## **Job Description**

**Post title:** NURSERY / PRESCHOOL PRACTITIONER

**Responsible to:** Early Years Manager

**Location:** Canterbury Centre

**Salary:**

**Hours:** 32.5 hrs per week Term time only

### **Main purpose of the Job**

To be part of a team providing a safe, caring and stimulating learning environment for children 0-5 years of age, attending the Children's Centre, and undertake work with parents/carers to promote the wellbeing of the child.

To work in partnership with parents to provide consistent high quality, non-discriminatory child care which meets the needs of each individual child and family and which enables the child to realise his/her full potential and achieve a good self-image.

To work as part of an integrated team with other agencies and professional organisations in the delivery of services for children and families using the Children's Centre.

The post-holder must at all times carry out his/her job description with due regard to all the policies of Acorns 2 Oaks Ltd. Equal Opportunities, which is the employing body.

### **Main Duties and Responsibilities:**

#### **1. Professional Duties**

- To ensure compliance with the Early Years Foundation Stage framework and its implementation.
- To ensure the wellbeing of all children, in line with Every Child Matters, particularly those with additional needs and those vulnerable or at risk.
- To ensure compliance with the framework for protecting children from harm and adherence with the relevant legislation, and to report any concerns in accordance with the safeguarding procedures.
- To implement key person care for a group of children designated to you by the Group Room Leader.
- To develop a trusting and caring relationship with the child and his/her family.
- To regularly observe and assess children's progress, maintain records and share this information, as appropriate, with parents and other professionals.
- To be responsible for the development and implementation of plans for individual children.

- To closely monitor all children.
- To treat any information, or matters relating to the work within the Nursery, as confidential.
- To work in partnership with parents, involving them regularly in the work carried out with their child and in Nursery activities.
- To provide a service which values and respects the race, religion, language and culture of the children and families using the Nursery.
- To plan and provide a range of attractive stimulating activities, indoors and outdoors, designed to meet each child's needs.
- To help in integrating children with disabilities into the Nursery and provide special care if appropriate.
- To ensure all medications, medical care and special diets are administered.
- To remain with the Deputy Childcare Services Manager after the Nursery closes if necessary, e.g. uncollected child or a situation involving reception into care.

## 2. **Administrative Duties**

- To prepare reports and contribute to reviews.
- To be aware of, and implement, the policies and procedures of the Nursery. To ensure that all staff work and abide by the policies
- To be familiar with the procedures for fire drill.
- To maintain appropriate Health and Safety standards.
- To be responsible for the care and maintenance of the play equipment.

## 3. **Professional Development**

- To operate as a member of the Nursery team and to promote sound working relationships both internally and externally.
- To attend and contribute to staff meetings, room meetings and supervision sessions.
- To update knowledge of the work by participating in workshops and training sessions and sharing knowledge gained with colleagues.
- To support and contribute to students and volunteers on placement.

## 4. **Other**

- Any other duties, i.e SEN, safeguarding, health and safety etc as required within the setting.

## NURSERY Practitioner

### Person specification

|                              |  | <u>Essential</u> | <u>Desirable</u> |
|------------------------------|--|------------------|------------------|
| <b><u>Qualifications</u></b> |  |                  |                  |
| 1.                           | To be qualified to NNEB Diploma/NVQ Level 3<br>BTEC National Diploma in Nursery Nursing/<br>BTEC Early Childhood Studies Certificate.  | √                |                  |
| <b><u>Experience</u></b>     |  |                  |                  |
| 2.                           | A minimum of 2 years working as part of a nursery or<br>early years team with a minimum of 1 year working in<br>a facility registered with Ofsted as qualifying for<br>Nursery Education Grant places. | √                |                  |
| 3.                           | To have a good understanding of statutory<br>requirements and the Ofsted registration requirements.  | √                |                  |
| 4.                           | To have a good working knowledge of the Early Years<br>Foundation Stage framework.   | √                |                  |
| 5.                           | An understanding of and commitment to equal<br>opportunities practice.   | √                |                  |
| 6.                           | To demonstrate a knowledge of good childcare<br>practice and the ability to make positive relationships<br>with young children and their families.   | √                |                  |
| 7.                           | To hold a current and appropriate First Aid Certificate.   |                  | √                |
| 8.                           | Demonstrate a good understanding of confidentiality.   | √                |                  |
| 9.                           | Demonstrate a good understanding of child protection<br>practice, policy and procedures.   | √                |                  |
| 10.                          | To understand the importance of working in<br>partnership with parents, carers and other<br>professionals, to promote the wellbeing of the child.  | √                |                  |
| 11.                          | To have good communication skills, both written and<br>verbal.   | √                |                  |
| 12.                          | To have experience of working as part of a team and<br>to have supervisory skills.   | √                |                  |
| 13.                          | To be willing to update knowledge and practice where<br>necessary and to undertake further training.   | √                |                  |
| 14.                          | To have previous experience working in a community<br>orientated setting.  |                  | √                |
| 15.                          | To have basic computer skills.   |                  | √                |
| 16.                          | An ability to work flexible hours, which could include<br>weekends and late evenings in order to meet the<br>needs of the local community.   | √                |                  |