

## Job Description

**Job Title:** Early Years Practitioner

**Salary:** National Living Wage

**Responsible to:** Nursery Manager

### Key Objectives

- To support the educational programmes in Alexandra House Nursery participating in the planning, preparation and practices. Contribute towards a stimulating, safe learning environment in which children's welfare, learning and development needs are met in accordance with Company policies and procedures, all local authority and Ofsted regulations and the EYFS Framework.
- To ensure the safety, security and wellbeing of all children attending Alexandra House Nursery
- To ensure all agreed quality and safety standards, policies and procedures are followed and maintained in the nursery at all times
- To provide quality learning and development for children in an inclusive, stimulating environment

### Responsibilities

All Early Years Practitioners are expected to undertake the following tasks:

- Participate as a member of a team of adults working together to create an environment which promotes children's development and learning
- Have knowledge and experience of delivering the EYFS
- Foster children's growth, self esteem and independence
- Contribute to the planning and preparation of activities
- Attend regular staff meetings
- Contribute to observation and records of children's development
- Encourage children's learning in both English and their home language
- Foster effective links with parents/carers
- Be responsible for particular indoor and outdoor learning areas and activities planning and preparing appropriate materials as required
- Share responsibility for children's daily care routines, encouraging and promoting children's independence towards self care and self regulation
- Share responsibility for managing infection control procedures throughout the nursery environment
- Adhere to the Equal Opportunity and Anti Discriminatory Practice policy promoting positive behaviour and attitudes
- Adhere to all policies and procedures to ensure that the welfare requirements of the statutory framework (EYFS) are met
- Follow food hygiene procedures in line with current best practice
- Support children with special / additional needs and contribute to any specified programmes which assist their learning and development liaising with the SENCO.
- Assist in specified programmes e.g. physiotherapy, speech and language etc
- Provide comfort to sick children and administer First Aid as appropriate
- Administer medication when necessary in accordance with the setting policy and procedure

- Be aware of signs and symptoms that a child may be at risk of abuse or harm. Be fully aware of and follow all child protection and safeguarding policies and procedures.
- Access training or professional development in line with the appraisal system keeping up to date with current good practice and attend in-service training as agreed with the Childcare Manager

#### Additional responsibilities

An Early Years Practitioner at Level 3 or above would be expected to:

- Be a key person for a group of children and compile written contributions to record their personal development and learning. Working closely with the families to develop trusting and collaborative relationships which support children's emotional wellbeing
- Contribute to the development of the curriculum EYFS, policies and procedures
- Take responsibility for a particular area of work – toy/book library, First Aid, Health and Safety, Fire Warden, Child Protection etc
- Support volunteers or students on placement
- Take the register