

LITTLE RAINBOWS DAY NURSERY AND OUT OF SCHOOL CLUB

JOB DESCRIPTION

JOB TITLE: LEVEL 3 EARLY YEARS PRACTITIONER

BASED: LITTLE RAINBOWS DAY NURSERY

RESPONSIBLE TO: NURSERY MANAGER

JOB PURPOSE: To provide inclusive play and learning opportunities for all children attending the nursery and to maintain a safe, stimulating and enjoyable environment. She/he will be responsible for the planning and assessing for their key child. As well as working with external agencies.

MAIN DUTIES:

1. To act as a key person to a group of children and to be responsible for the planning of routines and activities.
2. To oversee the planning, observation and assessment of your key children.
3. To supervise the children where appropriate and to protect them from dangerous or harmful situations.
4. To share any child protection concerns immediately with the Nursery Manager
5. To provide a high level of care that will enhance the children's general health and well-being.
6. To be aware of all children's special educational needs and support these children effectively.
7. To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental reports.
8. To liaise regularly with parents/carers about their children's needs, interests and progress.
9. To arrange and attend parents'/carers' meetings to allow two-way discussion of their children's progress.
10. To contribute to and attend his/her supervisions and staff appraisal.
11. To attend regular team meetings.
12. To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
13. To attend any conferences, training events or meetings as identified by the Nursery Manager and to keep up to date with current good practice.

14. To handle and prepare food according to food hygiene standards.
15. To adhere to the nursery's policies and code of practice on confidentiality.
16. To adhere to and undertake the six criteria of Key Elements of Reflective Practice.
17. To perform any other duties as deemed necessary by the Nursery Manager.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

PERSON SPECIFICATION

Essential Criteria:

1. A minimum Level 3 early years education and childcare qualification (e.g. Pre-school Learning Alliance *Diploma in Pre-school Practice*, NVQ 3,) and a commitment to obtaining further qualifications as appropriate.
2. A sound understanding of child development and children's needs with an ability to plan and implement an early years age/stage appropriate curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities' considerations.
3. A sound understanding of Safeguarding including Prevent and the ability to work with multi-agencies and follow safeguarding procedures precisely.
4. Ability to communicate verbally and in writing.
5. Ability to prioritise own work and plan in advance for meetings etc.
6. Ability to build good partnership working relationships with staff.
7. Ability to support the development of his/her team through regular discussion and team meetings which encourage two way communication and sharing of ideas and expectations.
8. Ability to communicate in a variety of ways and with people at all levels, and adopts a communication method appropriate for the listener or audience.
9. Experience planning for a childcare and early education setting.
10. Knowledge an understanding of children with additional needs.
11. Pro-active, enthusiastic and self motivated.
12. Ability to remain calm under pressure.
13. Emotionally resilient and able to handle competing demands.
14. Able to work on own initiative.
15. Demonstrates professionalism in approach to managing all issues.

16. The ability to establish rapport and credibility with parents.
17. Experience of Problem solving.
18. The ability to establish rapport and credibility with parents.
19. An ability to engage with parents/carers in respect of their own needs for advice, education and personal development.
20. Demonstrable and detailed knowledge of current legislation relevant to the Early Years.
21. A commitment to the Little Rainbows Ethos.

Desirable:

1. Experience or knowledge of the voluntary sector.
 2. Experience of working with children with additional needs.
-

TERMS & CONDITIONS:

Hours: 37-38hrs a week worker over 4 days.

Salary Range: Minimum wage

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.