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| **Job Description for Early Years Practitioner** | |
| **Reports to:** | Team Leader / Early Years Professional |
| **Responsible for:** | Providing quality education and care for young children. Supporting partnerships with parent/carers. Working effectively as part of a team. |
| **Main Purpose:** | * To work across the nursery, in all age groups if required. * To support home/nursery partnerships. * To work as key carer * To work to support the nursery meet required standards laid down by the EYFS / Ofsted or any other related legislation |
| **Main Activities:** | Main Activities   1. To provide a caring and stimulating environment that is appropriate for individual children and enables them to reach their full potential. 2. To act as a key carer to a group of children each day. 3. To support strategies in the nursery that assist parents in the raising of their child’s achievements. 4. To share ideas for exciting play opportunities that primarily meet a child’s interests, developmental skills, needs and stimulates critical thinking and learning. 5. To establish and maintain positive relationships with children and their families in a way that values parental involvement. 6. To observe and assess children’s development and take note of progression. To share a child’s progress with parents & colleagues 7. To work in a manner that respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion. 8. To work effectively as part of a team. 9. To work within the agreed framework of policies and procedures |

1. To help and support students on placement.
2. Ensure that Child Protection policies and procedures are met.
3. Undertake training when required.
4. To carry out duties and responsibilities of the post with regard to Equal Opportunities Policy.
5. To attend and participate in staff meetings and planning and development days.
6. To act as a professional ambassador for the nursery by maintaining a positive representation of our mission, philosophy, intent, aims & objectives
7. To carry out any duties which will be seen to enhance the work with young children
8. To participate in supervision and staff development processes in support of personal development.
9. To undertake training as appropriate to meet any changes in standards or appropriate legal requirements as required.
10. To maintain good working relationships with parents, children and colleagues at Saplings
11. **Accountability for resources**: To be responsible for the proper use of equipment, furnishings and provisions required in the course of activities in accordance with the Health and Safety regulations
12. **Health and Safety**: To be familiar with and comply with the nursery policy on Health, Safety and Welfare. To bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger to take appropriate action to reduce risk of physical danger to children, parents, visitors or staff.

**Special Conditions**

1. To undertake any other responsibilities as may be deemed necessary at the direction of the Nursery Owners / Early Years Professional / Lead Practitioner commensurate with the salary and grade of the post.

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| **Person Specification for Qualified Early Years Educator** | |
| **Experience:** | * Knowledge of current and relevant legislation * Knowledge and understanding of child development * Ability to work creatively to meet the needs of children * Able to work with parents to influence change / support * Ability to understand how children progress – their skills, language, social & emotional influences and barriers faced * Ability to work effectively as a member of a staff team * Ability to communicate effectively with children, parents and other professionals * Commitment to working in an anti-discriminatory way to ensure equality of opportunity * Some understanding of child health, child protection and early interventions for any identified special educational need |
| **Minimum Qualifications** | * Level 3 (Early Years) |
| **Practical Skills:** | * Good written and excellent oral communication skills and the ability to communicate effectively * A sound knowledge & understanding of the Early Years Foundation Stage * Able to interact effectively with parent/carers * Good organisational skills |
| **Personal Qualities & Attributes:** | * Flexible approach to working * Supportive in a team * Ability to remain calm * A creative thinker * A sense of humour |

Saplings Nursery

Waltham Hall Cottage

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Takeley CM22 6PF

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