

**Early Years Practitioner**

**Job Description**

|  |  |
| --- | --- |
| Post Title:  | Early Years Practitioner |
| Contract type: | Permanent  |
| Location: | Newhall Primary Academy and Nursery |
| Working hours: | 37 hours on a rota basis between 7.15am and 6.15pm, All Year Round |
| Start date:  | As soon as possible |
| Salary: | Essex LGS Point 3-4 (£18,065 - £18,426) plus OFA £609 pro rata |

**Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.**

**Purpose:**

1 To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting;

2 To give support to other personnel within the Setting;

3 To implement the daily routine in the base room.

**Major Tasks, Duties and Responsibilities**

1 Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;

2 To keep a proper record of achievement file on your key children, for parents/carers;

3 Work with parents/carers of special needs children to give full integration in the Setting;

1. Support all staff and engage in a good staff team;
2. Liaise with and support parents/carers and other family members;
3. To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events;
4. To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
5. Work alongside the manager and staff team to ensure that the philosophy behind the Nursery is fulfilled;
6. Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
7. Look upon the Setting as a “whole”, where can your help be most utilised, be constantly aware of the needs of children;
8. Ensure child is collected by someone known to Setting;
9. To respect the confidentiality of information received;

13 To develop your role within the team especially with regard as a key worker;

14 Specific Child Care Tasks:

* The preparation and completion of activities to suit the child's stage of development;
* To ensure that mealtimes are a time of pleasant social sharing;
* Washing and changing children as required;
* Providing comfort and warmth to an ill child;
1. To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
2. To be aware of the high profile of the Setting and to uphold its standards at all times.
3. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

**OTHER REQUIREMENTS:**

* To attend and participate in staff meetings as equired
* To participate in training and performance management as required.
* To have an up – to – date DBS

**These duties may be varied to meet the changing demands of the Academy and Nursery at the reasonable direction of the Nursery Manager and Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above**