

Job description: Level 3 Early Years Practitioner

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Responsible to: Nursery Manager/Room Leader



Purpose of the job: To work as a key person and as part of the Wellingtons Nursery team under the direction of the Nursery Manager and Assistant Manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Safeguarding requirement: Wellingtons is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties

- To assist with the long-term, medium-term and short-term curriculum planning which consider the requirements of the Early Years Foundation Stage (EYFS), and to help monitor the effectiveness of the setting's curriculum
- To help to set up for the daily programme and to help tidy away at the end of the session, providing a high quality of education and learning for children.
- To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To work in partnership with parents/carers and other family members.
- To have an active involvement in the daily program of activities and events, acting on your own initiative to ensure the best outcomes for children.
- To act as lead of the nursery room setting where required.
- To advise the Nursery Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
- To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To support mealtimes within the setting.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To be aware of and adhere to all the setting's operational policies and procedures, e.g.

health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.

- To ensure that adequate records are kept and updated regularly, including using IT systems where necessary.
- To promote the setting to current parents and potential customers.
- To comply with the requirements of the General Data Protection Regulation.

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. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria:

- Willingness to learn and undertake further training.
- Level 3 early years education and childcare qualification or equivalent, and a commitment to further training and development.
- Ability to plan and implement a nursery curriculum, considering the SEN Code of Practice, child protection procedures and equal opportunities considerations.
- Previous experience of working with young children aged 2-5.
- Sound knowledge of child development from birth to five years.
- Knowledge of the Early Years Foundation Stage (EYFS).
- Knowledge of safeguarding and child protection procedures.
- Good communication skills.
- An understanding of play-based approaches to children's learning and development.
- The ability to provide good quality recording and monitoring of children's progress, including using a variety of IT packages (training provided)
- A commitment to continuously promote a culture of safeguarding.
- A commitment to equal opportunities.
- A commitment to working effectively with young children and families.
- A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

- Ability to plan and implement a pre-school curriculum, considering the SEN Code of Practice, child protection procedures and equal opportunities considerations
- 2. Current First Aid at Work qualification.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.