

## **JOB DESCRIPTION**

### **EARLY YEARS PRACTITIONER LEVEL 3**

**Scale: Scale 6 (26 – 28)**

**Responsible to:** The Head of School

#### **Experience and Qualifications**

Nursery Nurses **with considerable nursery experience and a minimum of:**

- 1 NVQ Level 3 in Children's Care, Learning and Development
- 2 NNEB certificate
- 3 CACHE Level 3 Diploma in Child Care and Education

#### **Job Purpose**

- 1 To work in partnership and complementary to the Nursery reception teacher or lead professional, in order to help meet the aims of the Nursery. Nursery reception teacher or lead professionals are responsible for planning the overall policy and curriculum, and EYPs are given some responsibility for planning part of the programme and are to play a full part in its implementation.
- 2 To provide service delivery within the requirements of the Early Years Foundation Stage Framework, Every Child Matters and Ofsted Care Standards (Under 3s).

#### **Major Tasks, Duties and Responsibilities**

##### ***1 Support for Children***

- 1.1 Share responsibility for safety, health and welfare of children at all times
- 1.2 Ensure all children have access to the full curriculum
- 1.3 Relate well to children
- 1.4 Guide the development of children's social behaviour and attitudes
- 1.5 Frequently supervise children on activities without a teacher present including outdoor activities
- 1.6 Observing and assessing children's development and progress
- 1.7 Keeping accurate records of observation, assessment and development of children
- 1.8 Acting as a keyworker for a group of children
- 1.9 Taking responsibility for specific activities with large or small groups of children or individuals

## ***2 Support for the Teacher***

- 2.1 Organising materials and equipment for use within the nursery
- 2.2 Sharing responsibility for care and maintenance of resources and equipment
- 2.3 Lead in preparation and clearing up of activities and encourage children to help
- 2.4 Share responsibility for display
- 2.5 Contribute to curriculum development ensuring a stimulating environment
- 2.6 Take sole responsibility for specific activities including the planning
- 2.7 Take responsibility for an area of learning
- 2.8 Taking on other tasks such as Lunch Time supervision
- 2.9 Attend weekly staff and planning meetings
- 2.10 To work closely with other agencies and professionals on a regular basis

## ***3 Support for Parents***

- 3.1 Encourage parents and carers to be involved in the setting and their children's learning
- 3.2 Establish good relationships with parents and carers
- 3.3 Build up a trusting relationship with parents/carers of keyworker group
- 3.4 Take part in home visits when appropriate and required
- 3.5 Supporting parents with outside agencies when appropriate or required
- 3.6 Responsibility for actively developing home-setting liaison and parental involvement in the setting
- 3.7 Participating in organising and leading training for parents in the setting and if in a Children Centre for parents in the wider community

## ***4 Supporting the Early Years Setting – School or Children Centre***

- 4.1 Promote the aims and policies of the setting
- 4.2 Promote the ethos of the setting at all times
- 4.3 Promote and develop wider links within the wider community
- 4.4 Have an active participation in organising and leading training for the early years work force
- 4.5 General supervisory responsibility for students

### **Other requirements:**

- 1 To attend and participate in staff meetings.
- 2 To participate in training and performance management as required.
- 3 To have an up-to-date Enhanced DBS Disclosure.

## **PERSON SPECIFICATION LEVEL 3 EARLY YEARS PRACTITIONER**

### **Qualifications**

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|---|-----------|
| <ul style="list-style-type: none"><li>• NNEB/CACHE Level 3/NVQ Level 3 in<br/>Childcare and Education</li></ul> | Essential |
|---|-----------|

### **Experience**

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| <ul style="list-style-type: none"><li>• At least 2 years working with children aged 0 – 4</li></ul>                        | Essential |
| <ul style="list-style-type: none"><li>• Evidence of anti – discriminatory practice</li></ul>                               | Essential |
| <ul style="list-style-type: none"><li>• 2 years experience in a nursery education<br/>setting post qualification</li></ul> | Desirable |
| <ul style="list-style-type: none"><li>• Working with children with special needs</li></ul>                                 | Essential |

### **Knowledge and Understanding**

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|--|-----------|
| <ul style="list-style-type: none"><li>• Early Years Foundation Stage</li></ul>   | Essential |
| <ul style="list-style-type: none"><li>• Child Development</li></ul>              | Essential |
| <ul style="list-style-type: none"><li>• Learning through play</li></ul>          | Essential |
| <ul style="list-style-type: none"><li>• Child Protection guidelines</li></ul>    | Essential |
| <ul style="list-style-type: none"><li>• Maintaining a safe environment</li></ul> | Essential |

### **Skills and Aptitudes**

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|---|-----------|
| <ul style="list-style-type: none"><li>• Good standard of written work</li></ul>               | Essential |
| <ul style="list-style-type: none"><li>• Good interpersonal and communication skills</li></ul> | Essential |
| <ul style="list-style-type: none"><li>• Ability to use computers</li></ul>                    | Desirable |
| <ul style="list-style-type: none"><li>• Ability to work part of a team</li></ul>              | Essential |
| <ul style="list-style-type: none"><li>• Flexibility and enthusiasm for the job</li></ul>      | Essential |

### **Other job requirements**

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|--|-----------|
| <ul style="list-style-type: none"><li>• Willingness to undertake in service training</li></ul> | Essential |
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