



JOB DESCRIPTION

Post:	Senior Early Years Practitioner
Responsible to:	Nursery Manager
Salary:	£20,615 Scale 3 (fixed Point 20) 37 hours per week
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>Responsible for leading a room and a team of staff.</p> <p>Model and support high quality interaction, which extends children's learning and thinking.</p> <p>Take a leading role in the development & monitoring of high quality learning, ensuring you are able to reflect on own practice and what is happening within your room and nursery. To then set actions to improve the practice with the agreement from the Nursery Manager.</p> <p>The ability to work positively and effectively both individually and as part of a team, cooperation and respect are essential. Respect for all others within the setting, both adults and children.</p> <p>Effective interpersonal skills, enabling positive communication with other members or staff, children, parents and visitors.</p> <p>The ability to act flexibly adapting to changes within the setting, children and nursery.</p> <p>Awareness of the importance of confidentiality enabling relevant information to be handled appropriately.</p> <p>To be able to work as part of a team as well as using your own initiative to work on your own</p> <p>To actively take part in supervisions and appraisals with your manager.</p>

To inform the manager of any medical issues that will affect you working with children or inform the manager of any convictions, cautions, court orders, reprimands and warnings that you may have received since your last DBS/CRB was carried out.

To ensure that all children attending the nursery receive the highest possible standard of childcare and professional practice in the Nursery.

All staff has a duty to safeguard and protect children from harm, neglect, and abuse; every person working with children must continually update their training and awareness of current practice. Practitioners must have a full understanding of the safeguarding children practices with an awareness of how any child protection issues would be approached, including an awareness of radicalisation.

In connection with child protection all nursery staff are responsible for the continuous supervision of all children; children must be supervised at all times in order to ensure their complete safety.

To adhere to Truro and Penwith College policies as well as the nursery policies, Ofsted Regulations and all relevant legislation. (A signature from every staff member is required within the nursery policies and procedures which verifies they completely understand all documents, it is required that staff refresh their memory of the policies at least annually.)

To inform the Nursery Manager of any concerns regarding a child or aspects of nursery safety.

Equality of opportunity for all within the setting is essential. All staff members must conduct themselves in a non-discriminatory manner; whilst any form of prejudiced behaviour will not be tolerated.

Staff members must positively communicate within the whole team; whilst any concerns, queries or problems should be immediately reported to the manager or deputy-manager.

All staff are expected to provide positive role-modelling for both the children and other adults.

Practitioners are expected to communicate effectively with parents and carers, acting friendly, approachable, confident and understanding is essential; whilst confidentiality must be considered at all times.

All areas within the nursery rooms, (both indoor and outdoor) reception and communal areas, cloakrooms and storage areas must be fully accessible to all children, maintained safely, and stimulating for children, parents and carers

Specific Duties:

To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report nonattendance through sickness promptly and appropriately.

To support the manager in maintaining staffing levels.

To oversee an effective key person system, quality observations, effective planning and excellent learning environment.

To be a key person to a group of children, to ensure full awareness of each child's personal and educational needs which should be met at all times.

To organise and support your staff team to act as key persons to groups of children.

To form professional working relationships with all parents, to support them and provide continuity to ensure their child reaches their full potential in your care.

As a key person you will be expected to hold regular parent evening's or at a parents request if a meeting is needed.

To be able to complete a two year check on each child who turns two in our care with their parent/carer, to then encourage parents to share the report with health visitor.

To liaise with other Room Leaders to provide a smooth transition for children as well as other nursery/school the children may attend.

To be involved in developing and delivering an interesting and stimulating environment for the children to develop all their skills as well as provide at all times a warm and caring environment.

To be fully up to date with the requirements of the “Early Years Foundation Stage” and ensure that your practice meets and aims to exceed the requirements.

To have a firm knowledge about the ‘Characteristics of Learning’ and how children learn in different ways.

To be able to carry out observations, planning and assessment whilst ensuring children have opportunity to access suitable activities and play opportunities both indoors and outdoors to ensure children develop to their full potential.

To ensure some awareness of each child’s personal and educational needs, which should be met at all times. This will include completing written observations, planning and keeping up to date learning journals on your key children.

To attend regular staff meetings, professional development training, self-evaluation and action planning and any other events as requested by the manager.

Documentation such as medicine, accident and incident forms must be completed accurately and immediately ensuring all such documentation is signed by a parent / carer on the same day.

Supervise and support all staff to provide high quality interaction.

To support and mentor students who are on work placement.

To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development

Lead and implement positive management of children’s behaviour.

To ensure you follow all Health and Safety procedures to ensure the safety of the children, staff, parents, students and any other visitors to the nursery.

To ensure the displays are attractive and informative

To ensure the calm, smooth running of the room using staff delegation as appropriate to be able to prepare, care, clean and maintain the playrooms and equipment.

Liaise with outside agencies, including Family Services, health providers, local primary schools and other children centres

To carry out any other reasonable additional duties as requested by the Nursery Management from time to time.

A change of indoor shoes, slippers or socks to be worn. No boots or heavy shoes to be worn inside the nursery.

To ensure appropriate uniform (supplied) is worn with black trousers no jeans. Shorts (black) may be worn in the summer, minimum length, mid thigh. Uniform must be worn at all times whilst on duty.

This job description is not intended to be fully comprehensive of the role in which a senior childcare worker is employed; however it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross misconduct.

I have read and understood what is expected of me in my role as Senior Childcare Worker at Truro College Day Nursery

Name:

Signature:

Date:

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

SENIOR EARLY YEARS PRACTITIONER

Ideally, the person appointed will have the following skills and experience:

Essential	Desirable
Hold a relevant level 3 childcare qualification and have recent experience and at least 2 years post qualification experience when working with babies and children 0-5 years.	Being able to reflect on your own practice and set actions for improvement.
To be fully up to date with the requirements of the Early Years Foundation Stage.	Food Hygiene certificate
To be able to lead a team, work as part of a team and on own initiative	First Aid certificate
Have an ability to communicate effectively with children, parents and other staff members.	Ability to motivate a team
To be reliable, responsible and trustworthy.	Basic IT skills
Knowledge of Safeguarding and radicalisation.	
Knowledge of how to support children with special educational needs.	
To act as a role model for the children and students.	
To have a good standard of literacy to be able to write observations and plan next steps suitable for the individual child.	
A good understanding of children's development, their needs and the provision of positive play.	
Experience with working in a childcare setting.	
Experience of a key person role.	

Anyone applying for jobs with children, young people or vulnerable adults need to be ISA registered otherwise they cannot be engaged. If you apply for a job with children, young people or vulnerable adults when you know you are on a barred list you could be fined or face a prison sentence.