



JOB DESCRIPTION

Post:	Early Years Practitioner
Responsible to:	Nursery Manager
Salary:	£21,451 pro rata (£11,595 per annum) Scale 3 Fixed Point 18 Part Time 20 hours per week, 52 weeks per year Hours between 8.00 am – 6.00 pm
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	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.
Specific Duties:	To be aware of the importance of confidentiality enabling relevant information to be handled appropriately.

To be able to work as part of a team as well as using your own initiative to work on your own.

To actively take part in supervisions and appraisals with your manager.

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 CRB/DBS 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 have 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 Nursery staff member is required to verify their understanding



of all policies and procedures, it is required that staff refresh their memory of the policies on an annual basis.)

To inform the designated room leader 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.

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 act as 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 form professional working relationships with all parents, to support then 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 evenings or at a parents request if a meeting is required.

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, and planning.

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.

To support and mentor students who are on work placement.

To act as a role model for the children and students.

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

To ensure 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 support the room leader with day-to-day running of the room.

To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager 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.

General Requirement

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

EARLY YEARS PRACTITIONER

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

Essential	Desirable
Hold relevant post level 3 childcare qualification or be working towards one.	To be fully up to date with the requirements of the Early Years Foundation Stage.
Have an ability to communicate effectively with children, parents and other staff members.	Experience with working in a childcare setting.
Candidates must be over 17 years of age.	Experience of key person role.
To be reliable, responsible and trustworthy.	Being able to reflect on your own practice and set actions for improvement.
To be able to work as part of a team and on own initiative.	First Aid certificate.
Knowledge and understanding of Safeguarding.	Food Hygiene certificate.
To act as a role model for the children and students.	Basic IT skills.
Knowledge of how to support children with special educational needs.	
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.	
Effective interpersonal skills, enabling positive communication with other members or staff, children, parents and visitors.	
The ability to act flexibly adapting to changes within the setting, children and nursery.	

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.