

JOB DESCRIPTION

Post:	Early Years Practitioner
Responsible to:	Nursery Manager
Salary:	£12.71 per hour Bank Hours between 8am – 6pm
Conditions of Service:	In line with 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's 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 always supervised 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 always considered.

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 always met.

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 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 always provide 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 always met. 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 Requirements:

- Comply with all College policies, including safeguarding, Prevent, health and safety, and data protection
- Actively promote safeguarding and the welfare of children and vulnerable adults
- Promote equality, diversity and inclusion in all aspects of the role
- Engage in continuous professional development, including subject and industry updating
- Contribute to College-wide initiatives, projects and continuous improvement activity
- Maintain high standards of professional conduct at all times
- Undertake other duties commensurate with the role

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.	

Additional Information

- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. An enhanced DBS check will be required
- The College values diversity and is committed to creating an inclusive environment for all staff and students

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.