

Job Description

JOB TITLE: Nursery Practitioner – Hourly Paid

HOURS: Flexible

RESPONSIBLE TO: Nursery Manager

RESPONSIBLE FOR:

JOB PURPOSE:

- (a) Ensure that the learning and development of each child is effectively secured by following the Child Centred Approach

MAIN DUTIES

- To ensure the individuality of each child is respected and fostered by working as part of a team of Nursery professionals to support all areas of the child's development and learning within a multi-agency context.
- To contribute to the development of multicultural and equal opportunities awareness in children.
- To promote constructive and effective relationships with children parents, visitors and with all college staff.
- To assist with report writing, conduct accurate observations and produce all necessary records as prescribed by the practice ethic of the Nursery.
- Maintain a professional skill base and understanding on all matters relating to safeguarding and promoting the welfare of children and the sharing of information.
- To undertake all associated and incidental tasks required of a Nursery Practitioner including attendance at staff meetings and open evenings.

GENERAL DUTIES

- To ensure the individuality of each child is respected and fostered by working as part of a team of Nursery professionals to support all areas of the child's development and learning within a multi-agency context.
- To ensure within the team situation that there is free availability of equipment and resources.
- To respect children as individuals regardless of colour or culture and be additionally aware and active in recognising the individual needs of children on the Special Educational Needs (SEN) end of the learning spectrum.

- To know and follow the setting's procedures for notifying multi-agencies of children thus identified as having SEN.
- To discuss the children's individual interests with the team members and use these to construct the child's Individual Learning Plan.
- To contribute to developing the children's characteristics of effective learning.
- To be aware of and to discuss with the team, the behaviour pattern of the individual child.
- To use encouragement and praise to make the child feel secure and develop their self-esteem.
- To support and promote the Nursery policy and approach to encouraging healthy eating.
- To promote constructive and effective relationships with children, parents, visitors and all college staff.
- To be aware of the principles of the nurseries Child Centred ethic and philosophy and implement them in all their professional practice
- To be available to all parents in general, but via the Key Person System in particular, to share information with them about their children
- To help to encourage parents to recognise their child's individual learning style, support and be involved in their children's learning at home.
- To contribute as a Key person to the settling-in programme and induction for parents and families.
- To communicate between the Nursery, parents, college tutors and other multi-agencies.
- To contribute within the team to promoting the presence of the Nursery as part of the college by displaying children's work for Open Evenings and events and by inviting parents, visitors and staff to Nursery functions.
- To assist with report writing, conduct accurate observations and produce all necessary records as prescribed by the practice ethic of the Nursery.
- To take on the role of Key person for a number of children. Observe and record development of a small group of children in conjunction with parents.
- To contribute to the observation and record keeping system operating within the nursery, both in general and in particular as a Key Worker.
- To contribute to the team discussion on children's overall development.
- To participate in the on-going development and updating of registers, tracking systems and record sheets.

- Maintain a professional skill base and understanding on all matters relating to safeguarding and promoting the welfare of children and the sharing of information
- Identify and respond according to the Nursery Policy on Safeguarding Children (in suspected cases of abuse).
- Comply with the requirements for recording and making appropriate referrals on incidents of suspected abuse, as defined by the College Nursery Policy and Local Safeguarding Children protocol.
- To be able to participate in, and contribute to, the working of a Multi-Agency Panel discussing issues surrounding any specific or particular case concerning the safeguarding of a child within the Nursery
- Undertake direct or cascaded training in safeguarding children policies and procedure
- To undertake all associated and incidental tasks required of a Nursery Practitioner including attendance at staff meetings and open evenings.
- To attend a minimum of 2 staff meetings a term, out of nursery hours, to contribute to discussions on general developmental, planning and confidential matters.
- To attend regular team meetings to plan the individualised Nursery curriculum to discuss any other relevant issues.
- To participate in College Open Evenings as and when required.
- To be first aid trained for Children and be ready to administer first aid when required.
- To observe and acknowledge the principles of confidentiality with regard to information held on children, parents and families.

HEALTH AND SAFETY

- To monitor and take responsibility for the Health and Safety standards within the nursery, ensuring that the Nursery and college Health and safety policies and procedures are developed, implemented and reviewed and to maintain an up to date knowledge of Health and Safety legislation as applicable to the role.

EQUAL OPPORTUNITIES

- To contribute to the development of Multicultural and Equal Opportunities awareness in children
- To contribute to children's awareness on different cultures including those not present in the immediate college settings.
- To promote a diverse cultural perspective in all activities through the use of multicultural toys, books, posters, music and food.
- To participate in multicultural events and to help to encourage parental participation in such activities.

- To foster multicultural and equal opportunities awareness in children through Nursery activities and the use of resources.
- To be aware of the use of language in its role in contributing to promoting equal opportunities.

SAFEGUARDING

- Maintain a professional skill base and understanding on all matters relating to safeguarding and promoting the welfare of children and the sharing of information.
- Identify and respond according to the nursery policy on safeguarding children.
- Comply with the requirements for recording and making appropriate referrals on incidents of suspected abuse, as defined by the College Safeguarding Policy and Local Safeguarding Children protocol.
- To be able to participate in, and contribute to, the working of a Multi-agency Panel discussing issues surrounding any specific or particular case concerning the safeguarding of a child within the nursery.
- Undertake direct or cascaded training in safeguarding children policies and procedure

THIS JOB DESCRIPTION IS SUBJECT TO NEGOTIATION WITH THE POSTHOLDER, AND TO REVIEW

Person Specification

The following essential qualifications, qualities, skills and experience are considered necessary in this key post. The essential criteria will be assessed in the following ways. A – application, T – test, I – Interview.

Essential Education and Qualifications

1. NVQ Level 2, BTEC National or equivalent qualification in Child Care – A
2. Minimum level of numeracy and literacy to Level 2 - A

Essential Experience

3. One year's general Child Care experience - A

Desirable Experience

4. One year's experience in a full day care setting - A

Essential Skills, Knowledge and Abilities

5. Awareness of the Nursery curriculum and all recent related legislation - I
6. Knowledge of Safeguarding Children Procedures and promotion of children's welfare – A/I
7. Knowledge and understanding of child development (0-7 Years) – A/I
8. Ability to relate to children and parents adopting the right tone, style and manner - T
9. Ability to work with a Child centred approach at all times – T/I
10. First Aid trained or willing to become so – A/I

Desirable Skills, Knowledge and Abilities

11. Basic IT Skills - A

Because of the nature of this job, it will be necessary for the appropriate level of Disclosure & Barring Service disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the organisation. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment