Job Description
Early Years Practitioner

Reports to: Depute Head

Hours: Typical Term Time hours: 0800 - 1600
Typical Holiday Provision hours: 0800 - 1730

Job Responsibilities

Main Role: To support the care, development and learning of young children aged 3-5 within a nursery setting.

Care and welfare:

- To deliver a high standard of learning, development and care for children aged 3-5 years.
- Assist within a team to ensure the health and safety of children in a range of settings in compliance with health and safety guidelines
- Support children with additional support needs
- Ensure that safety standards and emergency procedures are maintained e.g. familiarisation with fire drill and evacuation procedures
- Supervise and assist children with personal care tasks including toileting, dressing and feeding, following the guidelines of the establishment
- To be committed to safeguarding and promoting the welfare of children and young people

Main activities:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors at all times.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident books.
- To maintain individual tracking and observation logs
- To liaise closely with parents/carers
- To support the work of the school by contributing to a welcoming and positive ethos
- When requested and agreed participate and contribute positively to meetings, including parent's meetings and staff meetings.
- Be a positive role model
- Contribute to the nursery team by sharing good practice and supporting new initiatives
- To have at least one key area within the nursery to take responsibility of
- Provide opportunities to participate in quality adult/child interaction to promote children's development including the acquisition of literacy and maths skills
- To plan activities which ensure each child is working towards the Early Level outcomes in Curriculum for Excellence.
- To work as part of a holiday team, including planning and organising daily activities along with the Lead Practitioner and holiday staff team.

Continuous development:

- When requested participate in the school professional development and review processes
- When requested participate in negotiated training to support professional and personal development
- To attend relevant training and courses out-with nursery to enhance your continuous professional learning.