**PEARTREE WAY NURSERY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE: Early Years Practitioner**

**RESPONSIBLE TO: Headteacher**

**SALARY SCALE:** **H3/H4 (Dependant on experience)**

**HOURS: Full-time/Part-time**

**MAIN PURPOSE OF THE JOB**

* To settle in new children and provide ongoing support for them and their families, through a key person approach
* To hold a key person role within Pre-School or Nursery or provide cover when necessary
* To interact appropriately with children, taking into account their individual needs and making the most of every teachable moment
* To provide a friendly, caring and relaxed environment in order to encourage and develop children’s learning
* To be committed to the safety and well being of all children and nursery users, respecting and understanding the importance of confidentiality
* To contribute to planning and resourcing a stimulating, welcoming environment that supports learning both indoors and outdoors
* To plan, organise and carry out developmentally appropriate activities based on the needs of the children/group/provision
* To assist in maintaining a safe, clean and secure environment
* To ensure all daily routines are adhered to and contribute to the smooth running of the school
* To monitor children’s development and be accountable for their progress and outcomes
* To ensure all policies and procedures are adhered to and implemented
* To contribute to the development of the school, showing commitment to our shared ethos
* To be responsible for protecting and safeguarding children in the school

**WORKING WITH OTHERS**

* To liaise with parents, carers, the staff team and other professionals and maintain good communication through email, in person and on the telephone
* To report incidents as they occur, using appropriate formats and following appropriate procedures
* To work co-operatively as part of a team
* To communicate with colleagues, families and professionals in a calm, friendly and efficient manner
* To assist in supervising and monitoring other adults working in the setting alongside the Senior Leadership Team
* To foster good working relationships with families, colleagues and professionals

**PROFESSIONAL APPROACH**

* To be friendly, approachable and welcoming to all those accessing the school
* To be an excellent role model for children, parents and other staff, displaying positive and professional attitude at all times
* To improve own knowledge and practice and keep up to date with current developments in curricula, legislation and initiatives that affect our role and the school process
* To be able to articulate the curriculum and support others to be confident to share what they are doing, why and what could be a next step.
* To be organised and manage own workload
* To be punctual, reliable and flexible
* To be calm, efficient and demonstrate steadiness under pressure
* To use own initiative and respond to situations as they arise, following the school policies and ethos
* To be motivated and complete tasks efficiently and in a timely manner

**HEALTH and SAFETY**

* To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times within the setting.
* To ensure that all policies and procedures relating to child protection, confidentiality and data protection are operated at all times and report all concerns to an appropriate person.
* To assist in the security of the school building and the safety of the children.
* To ensure that details of any accidents are recorded and monitored and passed onto Key Persons as necessary and to follow any medical/dietary information pertinent to each child.
* There is a need, from time to time, to wipe up blood and other bodily fluids.
* There is a need to change nappies and assist with toileting and toilet training of children.

*The above job description is not exclusive or exhaustive and the post holder may be required to undertake other duties as may reasonably be expected within the scope and grading of the post. This job description will be reviewed annually at the start of each PDM cycle to ensure it is an accurate representation of the post.*

**Signed: ……………………………………………. Date: ………………**

**Postholder**

**Signed: …………………………………………….. Date: ………………**