



**Rachel McMillan Nursery School and Children's Centre**

**JOB DESCRIPTION**

**Department:** Education

**Designation of post:** EARLY YEARS PRACTITIONER - Scale 5

**Responsible to:** Headteacher.

**GENERALLY**

1. To work as a member of a multi-disciplinary team to provide high quality integrated education and care, appropriate to the developmental needs of the children, working in partnership with their mums, dads and carers and with external agencies as appropriate, both in the classroom and in Extended Day.

**SPECIFICALLY**

1. To promote the physical, social, emotional and intellectual development of children up to 5 years old, through sensitive planning for each child's changing needs, but at all times encouraging their independence and self reliance, both in the classroom and in Extended Day.
2. In accordance with agreed policies, observe, assess and record each child's progress, discussing any developmental concerns with the appropriate line manager.
3. On a daily, weekly and long term basis meet the children's needs and interests by researching, planning, preparing, executing and evaluating particular learning opportunities and share responsibility with colleagues for other learning opportunities.
4. To work with individuals and groups of children as appropriate to their development, age and interests, supporting their access to a broad, balanced, relevant and differentiated indoor and outdoor curriculum in accordance with nursery policies and the national framework - 0 to 5 EYFS, both in the classroom and in Extended Day.

5. To support and value each child's home culture and language. To contribute to planning for children with English as an Additional Language to support them to acquire English.
6. To encourage and support relationships between mums, dads, families, carers and the nursery, so that each child benefits from the shared interest in, and knowledge about, their progress. To involve mums, dads and carers in their child's progress through daily informal contact, record keeping, and attending review meetings and reporting on their children's progress.
7. To contribute towards the provision and sustainability of a stimulating, secure, caring and learning environment that promotes equal opportunities for the children, and their mums, dads, families and carers, both in the classroom and in Extended Day.
8. To take responsibility for children in both indoor and outdoor areas, providing appropriate levels of supervision and intervention to progress their learning, both in the classroom and in Extended Day.
9. To utilise the expertise of colleagues and to work in partnership with Council departments and external organisations to meet the needs of individual children as appropriate.
10. To maintain confidentiality of information about children and their families, sharing sensitive or personal information only with those colleagues who need to know and in line with agreed procedures.
11. To share responsibility for the presentation of children's work, learning stories and the compilation of displays, which celebrate achievement, support areas of interest and provide appropriate information, in line with agreed policies, both in the classroom and in Extended Day.
12. To administer first aid in accordance with the nursery's health and safety policies (after appropriate training) and to be responsible for recording accidents and incidents and informing other staff and mums, dads and carers. In the case of more serious accidents or incidents refer to named first aider and the appropriate line manager, both in the classroom and in Extended Day.
13. To take and accurately maintain registers, both in the classroom and in Extended Day.

14. To prepare and supervise lunch and other refreshments as required, including dining with children if appropriate, both in the classroom and in Extended Day.
15. To work in co-operation with other staff to ensure that resources and equipment are maintained in a clean, safe condition and are stored appropriately. To report any broken, dangerous or missing equipment to the relevant line manager.
16. To participate in supervision and performance management.
17. To participate in the support and training of other staff e.g. new colleagues, students, trainees and volunteers as appropriate.
18. To undertake home visits (accompanied by another member of staff), placement visits and contract meetings.
19. To undertake training, share good practice and attend and participate in Professional Development Meetings, whole centre meetings (6 per year) and Professional Development Days (5 per annum)
20. To keep abreast of legislation and practice in the education and care of young children.
21. To cover for colleagues during short term absences and Planning Preparation and Assessment time (PPA), across 0 to 5 years. (Appropriate adult child ratios will apply).
22. To work within the framework of agreed policies and procedures, paying particular attention to Inclusion, child protection and safeguarding, ensuring that each child and their family has full access to the integrated provision, both in the classroom and in Extended Day.
23. To carry out all duties with due regard for health and safety at work regulations.
24. To undertake any other reasonable duties as directed by the Headteacher and commensurate with the level and responsibility of the post.