**Early Years Practitioner - Job Description**

**Main Purpose of Role:**

To be a proactive member of a staff team who provide a safe, stimulating and inclusive environment in which babies and young children are fully supported and encouraged to achieve their individual potential. To work with a positive, can do attitude, using your own initiative and creative thinking to engage with children, all staff members and parents.

To offer full and practical support in the day to day running of the nursery.

**Main duties of role:**

Below is a list of tasks and responsibilities that you are obliged to fulfil in your role as Early Years Practitioner:

* 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 non-attendance through sickness promptly and appropriately. The notice for holidays is at least 2 weeks’ notice.
* To assist in providing a safe, supportive and caring environment for young children within your care.
* To ensure that all aspects of each individual child’s development are given full consideration.
* To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties.
* To maintain and follow all Health and Safety policies and procedures and be alert to contributing to a safe and healthy working environment at all times.
* To develop a thorough knowledge of all of the company’s operational policies and procedures, ensuring that they are followed and respected at all times.
* To be working towards being 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 be involved in the process of activity planning, child observation and development records on a regular basis, whilst being fully aware of each individual child’s needs, interests and development levels with the room in which you are based.
* To follow all routines, duties, timetables, rotas, record keeping activities and any otherreasonable duty as requested by your supervisor or Nursery Manager, being flexible in routines, schedules and placement in rooms as required by the setting.
* To conduct peer observations and be observed by peers on an ongoing basis to ensure high quality standards are maintained at all times.
* To ensure that communication with children, parents and the staff team is polite and courteous at all times, being available and approachable when needed.
* To identify and react appropriately to non verbal communication from children within your care where appropriate.
* To provide age appropriate activities, facilitating growth in all areas of development.
* To reinforce positive behaviour and use positive discipline techniques when caring for children.
* To actively encourage independence and self-help skills in all areas of caring for children.
* To share relevant information and ensure that information passed between parents and staff is communicated to your supervisor/Nursery Manager as appropriate.
* To ensure all staff, children and parents are treated equally with regards to race, gender, religion or ethnicity, showing respect and avoiding stereotyping and labelling.
* To be an effective key person, if appropriate, to the children assigned to you and to take on other assigned responsibilities, as requested and advised by your supervisor in line with knowledge and experience.
* To maintain confidentiality about all issues related to children and their families; your own and other staff members issues and any other management or operational issues.
* To remain calm in all tense situations.
* Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
* To be involved in developing and delivering a stimulating and creative atmosphere within the group.
* To provide staff cover within the nursery group periodically, as requested by the Management team.
* To attend staff meetings, professional development training and any other events as requested by your Nursery Manager.
* To support and mentor other colleagues/students as requested by your supervisor or Nursery Manager.
* To act as a role model for children and other staff members.
* To carry out any other reasonable additional duties as requested by your supervisor and/or Nursery Manager from time to time.
* To take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.
* Maintain cleaning levels and levels of tidiness throughout room and communal areas.
* Work as a team player supporting Upsadaisy Day Nursery as a whole in its ability to provide the highest levels of childcare at all times.

**Personal Conduct**

* To establish and maintain good working relationships and ensure that care is taken when communicating with others to avoid any unnecessary conflict.
* To encourage an atmosphere of co-operation and respect.
* To maintain a positive, can do attitude.
* To ensure that a polite, courteous and helpful attitude is demonstrated at all times to the children, their parents and other staff members.
* To maintain and respect confidentiality at all times.
* To ensure that punctuality is maintained throughout the day.
* To be friendly, warm and affectionate with children.
* To ensure good eye contact with children at all times.
* To use a modulated, appropriate voice when communicating with children.
* To be continuously aware of, and minimise where possible, all potential risks in all aspects of the role throughout the day.
* Maintain a professional attitude to all aspects of the day to day role whether dealing with children, colleagues, management, parents or outside agencies.
* Approaches constructive criticism with an open, positive mind and an attitude of learning.
* To behave in an ethical manner in all aspects of the role.
* To look for ways to be helpful.
* To share ideas and materials.
* Strives to assume a fair amount of the work within setting.
* To seek skill improvement in all aspect of the role, setting goals for personal growth.
* To solve conflict independently.
* To communicate directly with other staff and management and avoid gossip.

**Dress Code:**

**Smart appearance is vital to maintain the professional image of the nursery.**

You will be expected:

1. To present a clean and smart appearance at all times:

 (a) Jewellery must be kept to a minimum to prevent personal or child injury.

(b) Hair to be kept neat and tidy and to be tied back if longer than shoulder length.

(c) A change of indoor shoes, slippers or socks must be worn. No boots or heavy shoes to

be worn inside the nursery.

(d) To ensure appropriate uniform (black t-shirt supplied) is worn with black trousers ***no***

***jeans****.* Tailored shorts or cropped trousers (black) may be worn in the summer – shorts must be a minimum length of mid-thigh.

Uniform must be worn at all times whilst on duty. The t- shirts remain the property of Upsadaisy Nursery at all times.

(e) Clear or natural shades of nail varnish may be worn on toe nails only (no bright or

dark colours). Finger nails must be kept at a reasonable length.