

Newton Westpark Nursery
Tennyson Avenue
Leigh
WN7 5JY
Tel: 01942 606834



Job Profile – Early Years Practitioner

Job purpose:	To be a key person in high quality provision for children aged 2-4 years in line with current legislation and local initiatives. The post holder will act as a key worker for children within the setting and will be responsible for working in partnership with parents/carers.
Reporting to:	Nursery Manager/Deputy
Liaising with:	Children, parents/carers other members of staff
Disclosure level:	Enhanced
Legal Issues:	Legally entitled to work in the UK Subject to Health Declaration and Local Authority checks

Job Description

Key Responsibilities

- Supervise and provide particular support for children, including those with additional needs, ensuring their safety and access to learning activities
- Contribute to the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Establish constructive relationships with children and interact with them according to individual needs
- Promote equality and diversity by adopting positive practises including the use of appropriate resources and materials
- Encourage pupils to interact with others and engage in activities led by the practitioner
- Set challenging and demanding expectations and promote self-esteem and independence
- To share responsibility for the preparation and maintenance of the indoor and outdoor learning environment.
- To share responsibility for the creation of displays to celebrate achievements and challenge their questioning and thinking.
- Establish constructive relationships with parents/carers
- To work as part of a team to ensure high quality appropriate learning experiences to meet the needs of all children.
- Provide detailed and regular feedback on pupils' achievement, progress and problems to the Nursery Manager
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, including parents meetings as may be reasonably directed
- Accompany children on visits, trips and out of school activities and take responsibility for a group under the supervision of the Nursery Manager as may be reasonably directed

Person Specification / Selection Criteria

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References
Experience of working with children, young people and families in a formal childcare setting.	✓		A,I,R
Experience of planning and assessing children's progress in accordance with the EYFS	✓		A,I,R
Liaising and working with outside agencies		✓	A,I,R
Effective record keeping and report writing		✓	A,I,R
Experience of using IT.		✓	A,I,R

B. Training and Qualifications

	Essential	Desirable	Source A = Application I = Interview
NNEB, BTEC in Nursery Nursing, NVQ level 3 or equivalent in Childcare and Education.	✓		A,I,
2 GCSE's A-C or equivalent preferably in English Language and Mathematics		✓	A,I,
A willingness to undertake further training, including induction.	✓		A,I,
Up to date paediatric first aid (in line with EYFS recommendations)	✓		A,I,

C. Knowledge and Understanding

(Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post)

	Essential	Desirable	Source A = Application I = Interview R = References
Knowledge of current Government legislation relating to early years and childcare.	✓		A,I,R
Knowledge and understanding of equality and diversity	✓		A,I,R
Knowledge and understanding of safeguarding procedures	✓		A, I, R

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required

	Essential	Desirable	Source A = Application I = Interview R = References
Ability to build positive relationships with children, young people and their families.	✓		A,I,R
Ability to be flexible in their approach to working with children, young people and families.	✓		A,I,R
Ability to communicate effectively both verbally and in the written form	✓		A,I,R
Ability to work constructively with other agencies		✓	A,I,R
Ability to work as part of a team	✓		A,I,R
Ability to use a range of techniques when working with children, young people and families to meet specific needs.	✓		A,I,R