

Senior Nursery Practitioner's, Leatherhead



Little Oaks
CHILDREN'S NURSERY

ROLES & RESPONSIBILITIES:

Purpose of post

- To provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To provide support to all colleagues
- To initiate team work and best practice, in order to provide an enabling environment for all children and colleagues
- To take charge of room in absence of Room Leader.

Key areas

- Work with, support children, be a Key Person
- Work as part of a team and provide support to the Management Team
- Build and maintain strong and professional partnerships with parents.

Responsible to: Room Leader/Deputy Manager depending on the group of children you work with

Duties and responsibilities

- To initiate and contribute to a programme of activities that meet the individual needs and interests of children and the EYFS and involves other team members as appropriate
- To provide a high standard of observations, record-keeping and understanding of your key children's development and learning journeys (and non-key children, particularly when their Key Person is not present)
- To ensure practice and provision meets the EYFS and other guidelines and feedback to the Management Team constructively
- To fully engage with and support good team working
- To liaise with and support parent, carers and other family members and form professional parent partnerships, sharing their children's developmental and learning journey
- To lead where appropriate and share knowledge and practical experience with all colleagues, particularly with understanding and implementing the Nursery policies and procedures, EYFS curriculum, training courses, best practice etc
- To be flexible within working practices of the nursery; be prepared to help where needed, e.g. preparation of snack meals, cleansing of equipment etc.
- To work alongside the Management Team and colleagues to ensure that the nursery's philosophy and standards are fulfilled
- To look upon the nursery as a "whole" where can your help be most utilised, not just with your Key Children, so that you are constantly aware of the individual needs of all children and colleagues, in order to improve their and your experience
- To respect the confidentiality of all information received, including about our children, our working practices, our parents and our colleagues.
- To attend out of working hours activities, e.g. training, staff meetings, parents evening, events etc.
- To undertake Health and Safety tasks/ Risk Assessments along with all colleagues
- To act as a mentor to students on placement in the nursery offering appropriate support as required.
- To take the lead on specific areas of responsibility and/or projects delegated by Senior Management that support the development of the nursery (e.g. managing stock, development of outside play area.).
- To initiate, implement, set targets and review Individual Education and Learning Plans through regular liaison with the Management and other practitioners. (For SEN children this will be in collaboration with the SEND co-coordinator and parent).
- To comply with Little Oaks Children's policies and procedures at all times, especially Equal

Opportunities, Health & Safety, Safeguarding and Behaviour policy.

Specific childcare tasks

- The preparation and completion of activities to suit each individual child's stage of development and interest
- To ensure that children are safe and that colleagues understand and when necessary follow Safeguarding Procedures
- To ensure that meal times are a pleasant social occasion
- To ensure high standards of safety, hygiene and cleanliness are maintained at all times
- To ensure a poorly child is kept calm and secure and to feedback to the Management Team about their condition so that a plan can be arranged or parents notified
- To ensure the provision of a high-quality environment to meet the needs of all individual children regardless of disabilities, family background or medical history
- To be aware of and uphold the reputation of the nursery and its standards at all times, both within working hours and outside.

Essential Skills; you will need to have the following qualifications, training and experience:

- Good experience of nurturing and encouraging children within a childcare environment
 - Good experience of organising and implementing enjoyable and appropriate activities for children within the EYFS curriculum with the ability to self-evaluate and review outcomes
 - NVQ/QCF Level 3 or above or equivalent childcare qualification
 - A solid understanding of children's needs and development
 - A strong ability to observe, comment and write clearly in order to contribute to children's files
 - Good customer service and partnership skills to develop and maintain relationships with colleagues and parents
 - A strong ability to communicate effectively with colleagues and children and parents
 - Knowledge and understanding of equal opportunities and diversity
 - Good, practical and recent experience of working with children (under 5's) within a nursery or setting
- Good understanding and practice of the EYFS