



## JOB DESCRIPTION

<b>Early Years Practitioner Level 3</b>	
<b>Scale</b>	F Points 6-11
<b>Hours</b>	To be agreed.
<b>Section</b>	Support Staff
<b>Responsible to</b>	The Nursery Manager
<b>Responsible for</b>	Delivering a high standard of learning, development and care for children aged 0-5 years. To deputise for the Senior Early Years Practitioner. To ensure that the preschool nursery is a safe environment for children, staff and others. To developing partnerships with parents/carers to increase involvement in their child's development. To be responsible for any tasks delegated by the Senior Early Years Practitioner.

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.</li> <li>• To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.</li> <li>• To help ensure the preschool nursery meets Ofsted requirements at all times.</li> <li>• To undertake designated officer roles as directed.</li> <li>• Site security – carry out security procedures for the school buildings and grounds. Routine and non-routine opening and closing and security of nursery buildings and grounds.</li> <li>• To work with other professionals in the local area for the benefit of children and families.</li> <li>• To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies</li> <li>• To plan activities which ensure each child is working towards the early learning outcomes.</li> <li>• To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments</li> <li>• To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.</li> </ul>
--------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"><li>• To work in partnership with senior management to update and review the self-evaluation and improvement plan.</li><li>• To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives</li><li>• Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school</li><li>• Qualified to at least Level 3 Early Years</li><li>• The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.</li><li>• Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.</li><li>• To attend regular Continuing Professional Development opportunities to ensure training remains current.</li><li>• Perform any other reasonable tasks within the range of the salary grade</li></ul>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.  
COMMITTED TO EQUAL OPPORTUNITIES**

**Good for them, good for you!**