

LONDON BOROUGH OF BROMLEY

JOB DESCRIPTION

Title: Nursery Practitioner	Grade: BR5
Department: Education and Care Service	Section: Early Years Team
Post No:	Reports to: Nursery Manager

MAIN PURPOSE

To work as part of a team providing a safe, caring and stimulating environment where children can develop to their full potential

To plan and deliver care and education that meets the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS)

To be flexible and willing to work in all areas of the nursery

Maintain and develop good communication with colleagues, children, parent/carers and other professionals

To work in partnership with all outside agencies for the best possible outcome for the individual child.

SUMMARY OF RESPONSIBILITIES AND DUTIES

To plan, implement and evaluate activities to ensure all children have access to high quality experiences and opportunities that cover all areas of the EYFS working with the Quality team and other partners

To ensure all policies, practices, procedures and curriculum planning are delivered to reflect diversity and that they consider the needs of each individual child

To be a key person for a group of children, working in partnership with the parents/carers to ensure all children achieve their full potential

To regularly carry out and record observations on the children's play, behaviour and development using the statutory and non-statutory guidance

To maintain the children's Learning Journals and share information with the parents/carers

To work in partnership with parents/carers to support children's learning at home

To ensure children are offered a safe environment by carrying out regular risk assessments

To be aware of children's dietary, cultural, personal and medical needs

To maintain suitable nursery routines whilst also considering the individual child's needs

To ensure that children's work is displayed and achievements acknowledged

To attend and participate in all day nursery meetings as requested including supervision, parent/care meetings and staff meetings

With the deputy, supervise and support all students in the nursery, including completing assessments

To attend statutory Safeguarding Children training and work within the guidelines on Safeguarding Children

To ensure that any potential safeguarding concerns are reported to the Nursery Manager/Deputy, recorded and monitored, with action taken where appropriate

To observe, record chronologically and implement any safeguarding issues and attend Case Conferences and other multi-agency meetings when required and as directed by the Nursery Manager or Deputy

To support and advise parents/carers in all areas of childcare both within the nursery and through home visits as directed by the Nursery Manager/Deputy, if required

To act as a positive role model to promote effective relationships and interaction between staff, parents/carers and children

To respect confidentiality at all times, both written and verbal with the staff team and with parents/carers and outside agencies

To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

To comply with all statutory Council requirements and policies

To undertake any other duties within the nursery as requested by the Manager ,Deputy Manager or Senior Practitioner (Room Leader)

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Work in partnership with Parents, carers and other professionals

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Council's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

	Date	Name
1. Date drawn up	Amended October 2019	Caren Boiling
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated	Yes	

LONDON BOROUGH OF BROMLEY

PERSON SPECIFICATION

Title:	Nursery Practitioner - Qualified	Grade:	BR5
Department:	Education and Care Service	Section:	Early Years Team
Post No:		Reports to:	Nursery Manager
SKILLS AND ABILITIES			
<ol style="list-style-type: none"> 1. Able to engage with and relate to young children 2. Good communication skills, both oral and written¹ 3. Able to work as a team member providing support and help to colleagues. 4. Confident to engage parents, carers and other professionals 5. Ability to work closely with parents/carers in confidence 			
KNOWLEDGE of			
<ol style="list-style-type: none"> 1. Current childcare legislation 2. The Statutory Framework for the Early Years Foundation Stage and how to implement it in practice. 3. A clear understanding of child protection processes and procedures. 4. A clear understanding of child development, care, learning and play. 5. A clear understanding of what equal opportunities and diversity means how inclusion can be promoted within a nursery. 			
EXPERIENCE of			
<ol style="list-style-type: none"> 1. Working/volunteering in a Day Nursery or pre-school setting 2. Working/volunteering with children aged 0-5 years 			
QUALIFICATIONS			
<ol style="list-style-type: none"> 1. Must hold a recognised, full and relevant level three or above childcare qualification and have significant relevant experience. 2. Current paediatric First Aid Certificate 			
SPECIAL CONDITIONS			
<ol style="list-style-type: none"> 1. Able to work flexibly and to changing shift patterns between the hours of 7.45 am and 6.15 pm Monday to Friday 2. Availability to occasionally undertake duties outside normal working hours. 3. An enhanced DBS check will be an essential requirement of this post 			
DATE DRAWN UP		Aug 2009 (Revised April 2016, October 2017 an October 2019)	

¹ It is a statutory requirement that 'staff have a sufficient understanding and use of English to ensure the well-being of children in their care' Section 3.26 EYFS 2017 P22