



## ***Job Description Nursery Practitioner***

**Responsible To: Manager**

### **MAIN PURPOSES AND OBJECTIVES OF YOUR ROLE**

1. The Nursery Practitioner will work as a key person as part of the Nursery team in the delivery of high-quality opportunities to ensure all our children make good progress in all areas of their learning and development.
2. To be a positive role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos for learning.
3. To provide high quality care in a safe and stimulating environment in accordance with statutory and regulatory requirements.
4. To work within agreed policies and procedures.
5. Keep confidential any information regarding children, their families or other staff which is acquired as part of the job.
6. To undertake appropriate continuous professional development and participate in team meeting such as staff meetings within and outside of working hours.
7. To implement the daily routine to ensure all requirements of the Statutory Framework are being met.
8. To actively promote the development of each individual child and meet the ethos of the nursery.
9. To provide and sustain in co operation with other staff an environment which is safe, homely, welcoming, stimulating, friendly and fun. Which will facilitate children's independent learning and maximise their full potential.
10. To look at the nursery as a "whole" where can your help be most utilised, be constantly aware of the needs of individual children.
11. Encourage children in your care to;
  - Make meaningful choices.
  - Engage in dialogue with their peers and other adults.
  - Develop concentration skills.
  - Develop creativity.
  - Experiment, explore, discover and problem solve.
  - To be aware of other people's needs spiritual, morally and emotionally.
  - Develop a sense of worth.
  - Develop confident and have a positive self – esteem.

**To carry out duties which from time to time are considered reasonable and relevant to the post and within the scope of the post holder.**

### **SUPPORTING CHILDREN'S LEARNING AND PASTORAL CARE**

1. To provide a high standard of care for all children attending the nursery offering an appropriate level of support and stimulation.
2. To promote equal opportunities for all.
3. To act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. Work flexibly as part of a team to take shared responsibility for ensuring adult: child ratios. Take responsibility for children working in areas either inside or outside, facilitating and provide appropriate levels of support and interaction.
5. To share responsibility for tidiness of rooms.
6. Advise the Nursery Manager of any concerns e.g. over children, parents/carers, safety of equipment, etc
7. Advise the Designated Safeguard Lead of any safeguarding concerns.
8. To share the responsibility of accurate completion of all registers, safety checks.
9. To ensure all accident and incident forms are accurately written up dated and initialled by the nursery manager/deputy manager prior to the parent's signature being sought.
10. Ensure that parents are informed of accidents as per Acorn Day Nursery policies and procedures.
11. To inform the nursery manager as soon as possible of any serious accidents.

## **PLANNING AND RECORDING PROGRESS**

1. To oversee, plan and implement an appropriate program of planned and spontaneous activities for children providing an effective learning environment, meeting OFSTED requirements and the EYFS.
2. Observe and record children's progress and produce accurate records and other tracking data within an agreed timescale.
3. To assist and contribute to the planning of the curriculum alongside the Manager – Long, Medium and Short term.
4. To act as a key worker to the children in your selected group, implementing observations and maintaining their records.
5. To mentor members of your team and oversee observations and records maintained by members of your team providing training and guidance as required.
6. To keep accurate confidential records as required by Acorns Day Nursery.

## **PRESENTATION OF THE NURSERY**

### **RESOURCES**

- To help prepare and organise the nursery prior to the arrival of the children.
- To ensure the availability of well-maintained resources and organise to provide full access to all children.
- To sort, tidy away and cleanse the equipment as required.
- To identify deficiencies and new resources required.
- To assist in the stock control, organisation and care of resources ensuring that the nursery manager is made aware of supplies required prior to supplies running out.

### **SAFETY**

1. To ensure at all times that the highest levels of safety are maintained in line with the statutory and regulatory requirements.
2. To abide by the entire nursery's agreed policies and procedure as detailed in the '*Acorn Day Nursery Handbook*'.
3. To take reasonable care of themselves and other persons who may be affected by the acts or omissions at work.
4. To co-operate with employers in order to ensure that employers' duties can be performed and complied with.
5. To ensure that each child is collected by someone known to nursery and whom written permission is provided.
6. To be aware of the correct fire procedure
7. To ensure safety requirements are met within the garden
8. To notify the manager immediately of all accidents, hazards, dangerous occurrences and damage.
9. To ensure that any toys with broken pieces are removed from the nursery immediately if safe to do so.
10. To remain vigilant on the nursery premises and report any security issues to the nursery manager immediately.

### **DEALING WITH SICK CHILDREN**

1. Administer first aid at an appropriate level relevant to training received following set guidelines within the appropriate nursery policies and procedures.
2. Administer prescription medication when necessary following set guidelines within the appropriate nursery policies and procedures.
3. Take responsibility for reporting details of accidents to parents and carers.
4. Care for a sick child and accompany him/her to hospital in the absence of a parent or carer if required.

### **SPECIAL DIET**

- To ensure that you are aware of any children within the nursery with any dietary or medical diet.
- To be aware of any child who has an anaphylactic condition.
- To help prepare and serve snacks to the children in the nursery as required.
- To notify the nursery cook of any dietary requirements

## **PROFESSIONAL RELATIONSHIPS**

### **PARENTS**

- To develop a good relationship with parents, carers and other family members encouraging active involvement and partnership.
- To acknowledge and respect the part played by parents in the child's learning process and share their knowledge of their child's learning at home to build on in the nursery.
- Maintaining and sharing information in the child's personnel care dairies and individual learning records.
- To attend parents' evenings as required (No more then twice a year)

### **COLLEAGES**

- To work as part of a team maintaining at all times a flexible, positive and cooperative team approach.
- Offer support to new members of the team.
- To inform the nursery manager of any problems, issues, changes or complaints.

### **STUDENTS/APPRENTICES**

- To ensure that students/apprentices are adequately supervised.
- To set a good example to students/apprentices.
- To help and guide students/apprentices working within your area
- To assist in the observation, mentoring and training of students/apprentices.

### **OTHER PROFESSIONALS**

- To develop welcoming co-working practises with other colleagues from outside agencies, such as OFSTED, Health Visitors, Speech Therapists, etc.
- Attend and participate in case conferences, reviews, Etc.
- Attend and participate in meetings as required by Acorns Day Nursery.