

## Job Description

<b>Role Title:</b>	Senior Early Years Practitioner
<b>Normal Place of Work:</b>	Jelly Babies Day Nursery
<b>Line Manager:</b>	Suzie Pinney

### Main purpose of role

#### Jelly Babies Day Nursery

*This nursery is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

#### 1. Purpose of the Role:

To work in the Day Nursery and be responsible to the Day Nursery Manager and Deputy Day Nursery Manager for all day-to-day duties. The post holder will work across all areas of the Nursery with children aged 3 months – 5 years and be a designated room lead as decided by the Day Nursery Manager.

#### General Responsibilities:

- (a) Drive and participate in the performance management process as appropriate to position.
- (b) Comply with the College's Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
- (c) Carry out operational duties as required and commensurate with the position.
- (d) Promote and safeguarding the welfare of children and young persons.
- (e) Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
- (f) Attend and contribute to team meetings and in-service training as and when requested.
- (g) Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
- (h) Manage and minimise risk within all areas of responsibility.

### What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

**We are Connected:** Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

**We are Courageous:** In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

**We are Dynamic:** We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

**We are Empowering:** We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

**We are Welcoming:** We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

## What will the job entail?

### Duties and Responsibilities:

- a) Provide the children who attend the provision with a happy, secure, safe and stimulating environment, ensuring a high standard of care and teaching, supporting individual children to reach their full potential.
- b) Plan, supervise and teach practical activities to the children, using the indoor and outdoor space to ensuring meaningful play that extends individual learning.
- c) Be involved in the day-to-day planning for the development of the 3months - 5-year-olds, using Ofsted statutory framework and guidance to support children's learning and development through individual teaching methods.
- d) Role model and lead a team of practitioners in the daily function of the nursery.
- e) Take on responsibility of the role of Equality Needs Co-Ordination (ENCO) and be responsible for the planning and set up of these resources and activities.
- f) Set out daily resources in an interesting way, which stimulates children's natural curiosity and enables practitioners to plan meaningful play which extends learning and accommodates children's individual learning styles.
- g) Observe, record and assess individual children's learning and plan for the child's next steps of development in all areas of their learning.
- h) Prepare snacks/lunch and ensure the kitchen area is clean and tidy, meeting hygiene standards set out by the policies and procedures of the Nursery.
- i) Tidy away at the end of the session, ensuring all resources and equipment are clean and safe at all times.
- j) Function as a member of the Jelly Babies team in developing new ideas in caring for the children and promoting an educational environment through continuous professional development.
- k) To work alongside parents/carers in providing an inclusive environment for all individual children, ensuring full integration within the provision and to enhance development through appropriate activities.
- l) Have a clear understanding of the Nursery's policies and procedures (including Whistle Blowing) for promoting and safeguarding the welfare of all children and act appropriately on any concerns.
- m) Comply with the Health and Safety Policies of the Nursery at all times, reporting any accidents or concerns immediately.
- n) Liaise effectively with the manager, staff, parents and other professionals during daily contact, meetings both internally and externally, parent information sessions and parent evenings.

### All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.

- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

**Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.**

# Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
Level 3 or Equivalent in Childcare	Y	
Maths and English (Level 2, Grade C or Grade 4)	Y	
Paediatric First Aid		Y
Knowledge and Experience	Essential	Desirable
Previous experience in an Early Years Setting – Minimum 1 Year +	Y	
Knowledge of the Early Years Foundation Stage (EYFS)	Y	
Previous Leadership or Management experience in an Early Years Setting		Y
Knowledge of relevant Early Years Legislation		Y
Experience working with children with Special Educational Needs and Disabilities (SEND)		Y
Skills and Abilities	Essential	Desirable
Effective and clear communication	Y	
Good recording/report writing skills	Y	
Problem solving and using effective initiative	Y	
Excellent team-working skills	Y	
Forming positive relationships with children, families, colleagues and multi-agency professionals	Y	
Willingness to undertake on-going training	Y	
Personal Qualities	Essential	Desirable
Excellent role model for children and families	Y	
Patient and Understanding	Y	
Creative and forward thinking	Y	
Other	Essential	Desirable
Full UK Driving Licence with Business Insurance		Y