JOB DESCRIPTION

Job Title
Nursery Practitioner
Salary Range
4-6 (Grade C)
Line Manager
Nursery Manager
Base Location
Nursery
Line Management Responsibility
No
Purpose of Role
To provide a high standard of physical, emotional, social and intellectual care and education for children in the nursery, to enable children to feel secure, valued and respected and to approach learning with confidence and high self-esteem. To motivate children to learn and give support to other staff within the nursery.
Key Accountabilities

- Work with individuals or small groups of children, under direction. Support behaviour management and development.
- Establish and build positive relationships with parents / carers.
- Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs.
- Work with external agencies.
- Contribute to observation and assessment procedures.
- Update children's records.
- Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean.
- Attend to children's personal needs such as eating, dressing and hygiene, as required, whilst encouraging independence.
- Have key worker responsibilities for particular children.
- Demonstrate duties to apprentices and /or mentor new staff.
- Undertake accompanied home visits.
- Assist in keeping records on the children's progress and undertake observations on the children when required and under the guidance of the supervisor.
- Assist with the planning of the curriculum, developing and maintaining an attractive and positive educational play environment for young children aged 0 to 5 years.
- Assist in setting out activities on a daily basis to encourage development and learning.
- Promote self-help skills and encourage proper hygiene practice.
- Ensure the safety and welfare of the children in your care is maintained at all times.

- Respect at all times the rights to confidentiality that both parents/carers and children should enjoy.
- Be flexible and able to move within the nursery to work with the different age ranges of children.
- Advise the Manager/Deputy of any actual or potential problem relating to the safety or care of the children.
- Assist in the preparation of snacks for the children in the morning or afternoon and interact with children at meal times.

Knowledge and Experience
• Experience of working with children • Hold a full and relevant Level 3 qualification in childcare and Education. • Experience of working in an early years setting • Knowledge of Child Development and children's needs • Experience of implementation of Early Years Foundation Stage. • Basic child development and an awareness of good childcare practices
Personal Qualities

- Effective communication skills and the ability to work with parents/carers/families to encourage partnership working.
- A good degree of empathy when dealing with children.
- Flexible approach and a team player.
- Good computer literacy and ICT skills
- Excellent organisational skills
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Ensuring that Day care provided is consistent with all regulatory standards and compliant with nursery policies and procedures.
- Will engage in appropriate training and study with the aim of achieving a recognised qualification in early years.
- Will attend any staff meetings / fundraising events / outings / parent events / outside of working hours.
- Plymouth CAST is committed to safeguarding and promoting the welfare of children. The post holder must at all times carry out his/her responsibilities in the nursery with due regard to child protection.

- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.