

Job description:	Nursery Practitioner
Responsible to:	Team Leader > Supervisor > Management
Responsible for:	Key group of children
Location:	Oxley's Farm (Farmoor) or Owl's Leat (Nr. Eynsham)(with occasional travel to other setting if necessary)

Introduction

This job description should be read in conjunction with the current Company Handbooks and the provisions of these documents apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Management Team; and the Management Team will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description is not exclusive and you may be asked to undertake other tasks as deemed appropriate by the Management Team. It will be formally reviewed on a regular basis and any changes will be subject to consultation. The Nurseries Complaint Procedure will be used to resolve any dispute arising out of the job description.

Objectives

Within the department:

To work collaboratively with the team of staff to ensure each child's entitlement to the Early Years Foundation Stage

Within Willow Cottage settings

To work together effectively and professionally for the greater good of all.

Principal Responsibility Areas

A. Achieving Standards

C. Communication

D. Staff Leadership

E. General

Associated Key Tasks

A. Achieving Standards

1. To maintain plans and profiles for Key Group of children within department (where no Key group has been assigned to support colleagues as appropriate with observations etc.) and ensure that they are delivered in the room.
2. As part of the team maintain a clean, attractive and stimulating environment for the children both indoors and in the garden.
3. Continue professional development as identified in appraisal system.

C. Communication

4. To maintain written and verbal communication that is relevant for each family in your Key Group.
5. To contribute towards notice board's that are attractive, informative and relevant.
6. To participate in and give feedback during staff meetings

D. Staff Leadership

7. To support the induction of new staff to the Nursery to meet the required NOS standards, usually through role modelling good practice
8. To take on a 'Leading role' in the Team Leader's absence and as directed by the Supervisor or Manager (only applicable to Level 3 or above)

E. General

9. Such other projects or duties that may be necessary from time to time.
10. Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with Health and Safety Manager.
11. Be aware of and take measures to promote equality and diversity throughout the setting with both colleagues and families.

PERSON SPECIFICATION

Qualifications/Experience

Essential

NVQ Level 2 or above or equivalent in childcare

Knowledge and understanding of EYFS

Desirable

Previous experience in childcare

Behavioural Competencies

Planning & Organising

Time Management

Detail Conscious

Verbal Communication

Written Communication

Interpersonal Skills

Technical Competencies

Microsoft Office - Word, Excel, PowerPoint, Contacts

Other

Clean Driving Licence