**JOB DESCRIPTION**

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| **Post Title:** |  Early Years Practitioner |
| **Salary Grade:** | £9.81 per hour (£18874 pro rata) |
| **Hours:** | 37 per week (for 39 weeks of the year term time only). Part-time options available for appropriate candidate.  |
| **Location:** | BGN Nursery  |
| **Reports To:** | Early Years and Childcare manager  |
| **Purpose of post:** | i) To be responsible for the delivery of high quality nursery provisionii) To be able to plan, evaluate and monitor children’s learning and development alongside the requirements of the Early Years Foundation Stage (EYFS). iii) To assist with the development of other planned services in and from the Centre. |

**RESPONSIBILITIES**

1. To be able to communicate effectively with children and parents attending the nursery.
2. To plan, evaluate and assess the children’s needs and development and identify clear learning goals and next steps, to ensure they are reaching their fullest potential.
3. To be passionate about teaching in the EYFS, and be able to come up with creative ideas, that are challenge children within the setting.
4. To be able to adapt practice and promote an inclusive approach for all children attending the setting including those with additional needs.
5. To be responsible for setting up, preparing resources and tidying away after the day and re-setting for the next day’s provision.
6. To be able to follow protocols of safeguarding, ensuring that all children are safe when in the care of the setting.
7. To be able to undertake home-visits to ensure there is a smooth transition between home and setting, and parents are involved in the children’s learning and development.
8. To be responsible for record keeping and tracking of children’s development within the setting.
9. To work and adhere to BGNs policies and procedures.
10. To prepare and handle snack safely in the setting, and promote healthy eating.
11. To be able to communicate effectively within the team, and other professionals/ agencies.
12. To be able to plan, evaluate and supervise out of school provision and groups for children and their parents/ carers from the local community as directed by the Manager.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing organisational needs and circumstances in conjunction with the post holder.

**Person Specification**

| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
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| **Education and Qualifications** | GCSE A-C or equivalent in Maths, English, A minimum of level 3 qualification in Early Years and Childcare. This post requires satisfactory clearance of DBS disclosure.Paediatric First aid training | Early Years Professional StatusEvidence of relevant post qualifying training and development- Early Years Professional Status or QTS - Evidence of relevant post qualifying training and development and Continuous Professional Development - SENCo training - Food Hygiene and safe food handling - CAF training  |
| **Experience and Knowledge**  | A minimum with two years’ experience of working in early years and child care or other relevant position.A thorough knowledge and understanding of the current Early Years Foundation Stage CurriculumA thorough understanding of child protection issues and confidentialityThe ability to work with young children and their families in a sensitive and positive wayA thorough knowledge of how children learn and develop and a commitment to keeping up to date with developments in early years, childcare and educationAn ability to demonstrate:* Initiative and enthusiasm
* Reliability
* Strong Interpersonal Skills
* Effective Planning and Organising skills
* Effective Time Management
* Flexibility
* Teamwork
* Confidentiality
* Judgement and decision making ability
 | Experience of working in an OFSTED regulated environment  |
| **Abilities and Skills** | Effective and accurate written and spoken communication skillsA high level of confidentiality and diplomacy.Excellent interpersonal skills | A Full clean driving licence |