

Job Description

Job title	Early Years Practitioner
Contracted hours	Part time, 31.5 hours per week (3 days a week)
Contract term	52 weeks per year
Location	Haverhill, Suffolk
Base	Unity Stars Nursery (Nursery sites – Chalkstone Way and Norton Way)
Salary	Grade 2
Reporting to	Nursery Room Leader
Introduction	The postholder will be joining our team at an exciting time as we develop our nursery provision. The initial responsibilities for the role will be to provide support to the startup and development of this new setting. Support will be provided by the Nursery Manager and wider team.
Job Purpose	To support the Room Leader and wider team to create a caring learning environment for children aged 0-3 years in which children can develop emotionally, socially and educationally through individual attention and group activities. This job description may be amended at any time following the discussion between the line manager and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the nursery.
Key tasks and responsibilities	1. To understand the principles and content of the Early Years Foundation Stage and know how to put them in to practice. 2. To maintain confidentiality at all times. 3. To be flexible, responsible and caring; undertaking other duties where needed such a preparation of snacks, changing children. 4. To demonstrate positive values, attitudes and behaviour. 5. To read, understand and follow all policies and procedures. 6. To work in partnership with parents/carers to facilitate day-to-day caring and early learning needs. 7. To have a commitment to working collaboratively and cooperatively as part of a team. 8. To have excellent communication skills with both adults and children. 9. To be organised, reliable, conscientious and honest. 10. To be inspiring and enthusiastic. 11. To help establish and sustain a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn. 12. To select, prepare and use a range of resources suitable for children's abilities, taking account of diversity and promoting equality and inclusion. 13. To promote positive behaviour, self-control and independence through the implementation of effective strategies.
General	1. In the performance of the duties outlined in this role description, the postholder may have access to confidential information relating to staff, children and parents. They may also have access to information relating to the practice of the nursery and/or Trust. All such information from any source is to be regarded as strictly confidential. 2. Recognise own strengths and areas of specialist expertise and use these to support others. 3. Appreciate and support the role of other professionals, attending and participating in relevant meetings as required.

	4. Participate in training and other learning activities and performance development as required, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Nursery Manager and SLT. 5. To adhere to policy and procedures. 6. To attend in service training and meetings as required. 7. To ensure effective communication between the nursery and Unity Education. 8. To undertake any other reasonable duties as directed by your line manager or a member of the executive leadership team.
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This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Person Specification

CRITERIA	ESSENTIAL	DESIRED
Education / Qualifications	• GCSE English and Maths at Grade C or equivalent • Level 3 in Childcare and/or Early Years Education	• Current first aid, child protection and food hygiene certificates • Commitment to further professional development. • Paediatric First Aid Training
Knowledge / Experience	• Successful experience of working in an Early Years setting	• Experience of working with children with Special Education Needs • Experience of supporting pupils in the Primary Phase • Good understanding of how ICT can enhance learning • Relevant INSET relating to SEN / Phonics / Behaviour Management / Safeguarding • Working towards NVQ Level 3 in Supporting Teaching and Learning or other appropriate qualification • Knowledge of the importance of Outdoor Learning
Skills and Abilities	• Able to comprehend and communicate in the English language to high standard • Good written and verbal communication skills • Able to use initiative • Able to work within a team	• An interest in, and a willingness to develop the Curiosity Approach; • High levels of numeracy and literacy; • IT literate.

	• Have a sound knowledge of good nursery practice and an interest in keeping up to date • An interest in developing the Curiosity Approach in Nursery • A good level of knowledge and understanding of EYFS curriculum and assessment opportunities with the ability to support both class teacher and children • Have the ability to acquire new skills • Proven ability to prioritise within a busy school environment	
Other qualities	• Enthusiastic and friendly; • Honest, trustworthy and reliable; • Reflective; • Caring, dedicated, patient and cheerful disposition • Genuinely believe in maximising the potential of every child • A flexible, energetic and adaptable approach, acting as a role model to other members of staff; • Commitment to Equal Opportunities. • Enhanced DBS Police Check	