

PETER PAN NURSERY AND FOREST SCHOOL



Job Description: Early Years Practitioner

Normal hours: Variable depending on contract. Earliest start time 8.45am and latest finish time 4.30pm

Pay (based on qualification/ experience) minimum £12.21 per hour, small uniform allowance, funded training as identified by practitioner and manager.

As an Early Years Practitioner you will be required to work with other members of staff in providing a varied and stimulating programme of activities, following the Early Years Foundation stage and the children's interests. You will ensure the safety and well being of the children at all times. You should be prepared to do this indoors and outdoors every day whatever the weather. You should be committed to working within an inclusive framework to ensure equality for all. In order to achieve this you are expected to take an active role in all aspects of nursery life, working as part of the team to identify and meet children's individual needs. You will have a love of outdoor learning and be prepared to support the forest school leaders at forest school sessions when required.

You will be responsible to the Nursery Manager/ Deputy Manager

Your duties will include:

- To support and monitor children's development through the key person system, written observations and Learning Journey's using Tapestry online learning journeys
- To support the SENCO in meeting the needs of children with additional needs by being aware of their support plans and recording on these.

- To keep children safe and secure, emotionally and physically.
- To ensure each child reaches their full potential by implementing activities that capture the children's interests and encourage all areas of development.
- To provide a positive role model to children, showing care and concern for others, polite and caring manners, enthusiasm for activities and your role.
- To use every opportunity to engage children in conversation.
- To liaise with parents/carers at the beginning and end of sessions, at informal key person chats, by attending Friends of Peter Pan meetings and Parents evenings.
- To attend staff meetings and contribute to preparing and planning the curriculum.
- To help plan and take part in all nursery activities including special events and outings.
- To promote good behaviour in a kind and consistent manner.
- To ensure that complete confidentiality of any information that is learned as part of the job is maintained regarding the children, their families/carers or other members of staff.
- To report any concerns or worries about a child, parent or carer to Mrs Lewis (Manager), Miss Lewis (Manager), Jasmine Lomanto (Deputy Manager)
- To keep Safeguarding Children and First Aid courses up to date.
- To keep up to date with current practices by reading and attending any relevant courses or study days, being committed to your own continued professional development.
- To help prepare and set up nursery inside and outside at the beginning of the day, making sure activities are appealing and well resourced.
- To tidy up and clean at the end of the session and set up inside for the next day. Caring for resources and reporting any breakages.