

## Brighton & Hove City Council

### JOB DESCRIPTION

**Job Title:** Early Years Practitioner

**Reports to:** Nursery Manager or Deputy Nursery Manager

**Department:** Families, Children and Learning

**Section:** Early Years and Childcare

**Location:** Brighton & Hove City Council Nurseries

#### 1. Purpose of the job

**To provide high quality care and education for children, working with other staff and local providers to deliver a fully integrated service.**

#### 2. Principal duties and responsibilities

- Provide high quality care and activities for babies and children which recognise both individual and group requirements in a secure, safe and stimulating environment
- Participate in the key worker system taking responsibility for a group of children mainly up to three years of age, and record and report on their progress
- Follow the Early Years Foundation Stage framework and other appropriate guidance for younger children
- Prepare and serve food, milk, drinks and snacks to children, encouraging good nutrition and sociable eating
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- Carry out ongoing cleaning of the nursery
- Work in partnership with parents and carers, recognising that parents are their children's first educators
- Be aware of child protection issues and follow the council's child protection procedures. Ensure close monitoring of children about whom there are concerns
- Participate in professional development and training
- Work with other early years professionals, for example health visitors, pre-school SEN service, speech and language therapists, service for English as an additional language

#### 3. General

- Uphold and carry out the duties of the post with due regard to the council's equalities and equality in employment policies
- Co-operate in the implementation of the council's health and safety policy and ensure that the nursery's practice and environment meets health and safety standards
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the department

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#### ***QUALIFICATIONS***

- NVQ Level 2 and prepared to work towards Level 3, or a degree in an unrelated subject and prepared to work towards a childcare qualification.

#### ***EXPERIENCE***

- Experience of working in a childcare or nursery setting on a placement or in a trainee role
- Providing care and education to children from a wide range of backgrounds, including those with special educational needs

#### ***KNOWLEDGE***

- Understanding of the needs of young children
- Relevant legislation and guidance including the Early Years Foundation Stage
- Relevant procedures and legislation (e.g. health and safety, paediatric first aid, food hygiene)
- Child protection issues and procedures
- Equalities issues and implementation and development of equalities practices

#### ***SKILLS AND ABILITIES***

- Ability to observe and assess children's development
- Warm and positive approach to children
- Good literacy skills
- Ability to develop good working relationships with parents and other service providers
- Ability to co-operate and adhere to health and safety policy, practices and instructions
- Flexibility including ability to cope with changing needs and demands