**Brighton & Hove City Council**

#### JOB DESCRIPTION

#### Job Title: Early Years Practitioner

## Reports to: Nursery Manager or Deputy

**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.

1. **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