

Nursery Practitioner Job Description

Job title - Nursery Practitioner

Purpose of post

- To support the lead practitioner in any given age group.
- To provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.
- To become a key worker providing high standards of childcare and education

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents

Responsible to

- Nursery Manager and Room Leader

Duties and responsibilities

- Operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- To follow the observation, planning and assessment criteria as devised by the nursery.
- To support the creation of an environment that is enriched and stimulating whilst developing the child's understanding of appropriate behaviour through the behaviour management policy.
- To understand the importance of routine and consistency for children and staff alike.
- To foster a comfortable and welcoming atmosphere in the workplace.
- To support all staff and engage in a good staff team, listening to and acting upon the guidance and training provided by your mentor and room leader.
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled.
- To work with all children, parents and other staff members to create a fully inclusive approach to the care and education given.
- Liaise with and support parents and other family members whilst respecting the confidentiality of all information received.

- To be involved in out of working hours activities, e.g. training, weekly staff meetings, parent evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Read and sign all policies, and to put into practise procedures relevant to your role as deemed appropriate by the Manager. Refer to the policies checklist in your staff handbook to adhere to dates when the policies must be read and signed by.
- To keep an accurate record of accidents, concerns and complaints within the appropriate recording places. Ensure the Nursery Manager is immediately advised about all incidents and ensure follow up procedures take place.
- To carry out and sign the risk assessment form for the room according to rota. To be vigilant for hazards occurring throughout the day, reporting them immediately to the nursery manager. Also informing all staff to ensure they are aware of any hazard in the room and measures taken.
- Look upon the nursery, as a “whole” where can your help be most utilised, be constantly aware of the individual needs of all children.
- Ensure someone known and agreed by the nursery and parent collects the child.

Specific childcare tasks

- The preparation, completion and assessment of activities to suit each individual child's stage of development and interests.
- To develop your role within the team especially with regard as a key worker.
- To ensure that meal times are a time of pleasant social sharing.
- Washing and changing children as required and in accordance with the intimate care policy.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To develop and maintain strong partnerships and communications with parents and carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.
- To develop your understanding of Safeguarding Children and reporting procedures.

Tiny Tots Ltd is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.