

**Job Description**

**Job Title:** Day-care Practitioner

**Salary Grade:** Grade 3

**SCP:** 18 - 21

**Job Family:** Early Help

**Job Profile:** LD 5

**Directorate:** Together for Children

**Job Ref No:**

**Work Environment:** B2b Early Years Nursery

**Reports to:** B2b Manager/Deputy Manager

**Purpose:**

Working as part of a team to ensure the Early Years environment offers high quality provision where children are safe, happy and fully supported; enabling them to play, develop and learn, fulfilling their individual potential**.**  In addition to building and maintaining strong partnership working, with parents and multi-agency professionals to enable children’s needs to be met.

**Key Responsibilities:**

To effectively deliver the EYFS, providing a high quality environment, ensuring that the individual needs and interests of children in the setting are met. Having an awareness of any special educational requirements and family cultures whilst working in conjunction with other team members.

Plan and organise own workload to support the high quality delivery of the EYFS Framework and to meet deadlines, to ensure responsive and effective service delivery on a daily basis.

To keep up to date records of your key children’s development and learning journeys; sharing with parents, carers and other key adults in the child’s life.

To develop and maintain strong partnerships; communicating with parents, carers and multi-agency professionals, to facilitate the day-to-day care and learning provision.

Influence parents to understand and meet children's needs and to be aspirational for themselves.

As a team member, providing advice and guidance to parents, ensuring both effective practice and children’s individual needs are met, including advice around their parenting role, sharing concerns and making referrals where appropriate with other professionals, continuously improve practice.

To advise manager/deputy of any concerns, around children, parents and the safety of the environment, ensuring confidentiality and data protection of all information and documentation.

To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of toys and equipment.

To read, understand and adhere to all policies and procedures and to the safe running of the setting. Have awareness of safeguarding, health and safety including risk assessments, in order to meet agreed objectives.

On a daily basis, use initative, knowledge and experience to make informed decisions, regarding appropriate play and learning opportunities to meet the needs of children and families. To contribute and maintain the Outstanding OFSTED accreditation, upholding the high standards at all times, both in work hours and outside the setting.

Analyse and interpret information from a range of sources including observations of children, in order to plan effectively to meet the needs of individual children. Ensuring that planning, observations and individual key childrens files are completed as required by the Manager.

Support the induction of new employees, students and volunteers by explaining and demonstrating practice, expected behaviours both during the induction period and in everyday work.

Contribute information for reports within set timescales to support the manager to meet administrative and legislative deadlines. In addition support the re-prioritisation of workloads by the manager when urgent issues arise, e.g. accidents/incidents in order to maintain effective service delivery.

To contribute in staff meetings alongside colleagues and manager dissemination of new ways of working.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Person Specification**

**Job Title:** Day Care Practitioner

**Essential Requirements**

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| **Requirement** | **Method of Assessment** |
| **Experience**Experience in a nursery environment undertaking childcare duties; providing high quality childcare support. | **Application form/Interview** |
| **Skills and Knowledge**  Keep well-informed of legislation, guidelines and policies to ensure the Children’s Act and the Early Years Foundation Stage Statutory Requirements are met at all times.  | **Application form/Interview** |
| **Skills and Knowledge**  To ensure that the nursery conforms to and exceeds the requirements of Ofsted.  | **Application form/Interview** |
| **Skills and Knowledge**  Some knowledge of the issues facing vulnerable children and families, SEND and other additional needs, and the ability to develop further knowledge within the first year of employment. | **Application form/Interview** |
| **Skills and Knowledge**  Knowledge of childcare and early years foundation stage  | **Application form/Interview** |
| **Communication (written)** Ability to share information and obtain information from others through written/verbal communications. | **Application form/Interview** |
| **Listening** Listens to others to assess requirements in order to respond appropriately and efficiently | **Application form/Interview** |
| **PC Skills** Able to effectively use a PC to prepare documents, record information or input data | **Application form/Interview** |
| Commitment to Equal Opportunities | **Application form/Interview** |

January 2018