



JOB DESCRIPTION

JOB TITLE:	EARLY YEARS PRACTITIONER
GRADE:	EYP
HOURS:	30 HOURS PER WEEK
WEEKS:	52
REPORTS TO:	ROOM MANAGER
1	PURPOSE OF JOB Reporting to the Room Manager the role provides care and supervision of the children within a room of the Childcare Centre.
2	MAIN RESPONSIBILITIES, TASKS & DUTIES
1	The care and supervision of the children with regard to their physical, emotional and intellectual needs within the room.
2	To plan and prepare activities to meet children's individual needs in line with room level plans and the Childcare Centre's aims and objectives.
3	To observe children's development and keep records that meet each child's needs.
4	To positively manage children's behaviour.
5	To attend regular staff meetings.
6	To ensure that all children attending the Childcare Centre benefit from outstanding standards of quality regarding the environment, resources, curriculum offered, planning and record keeping.
7	To ensure that all children attending the centre are kept safe and Safeguarding Procedures are adhered to.
8	To ensure all legislation in relation to regulatory bodies, health and safety, special needs, inclusion and safeguarding is complied with and that appropriate policies and procedures are adhered to.
9	To support the Room Manager in ensuring that regular parents' evenings, publicity, open weekends and children's outings are arranged which promote and facilitate strong partnerships with the parents/carers, other family members, the Malcolm Sargent Primary School and the local community.
10	To establish, develop and maintain excellent working relationships with regulatory bodies, Local Authority Departments and other agencies as required.
11	To prepare for Ofsted and to support the Room Manager in developing, reviewing and implementing post inspection action plans as required.
12	To keep up to date regarding current and future developments in childcare, and education policy and practice.
13	Supervision of meals and mealtimes and where appropriate preparation of snacks.
14	To produce and present child level reports as defined by the Room Manager.
15	To ensure that the preparation, care, cleanliness and maintenance of the room and equipment are carried out according to the Childcare Centre policies and procedures and risk assessments.
16	Such other duties as may be determined from time to time within the general

	scope of the post. Duties and responsibilities outside the general scope of the post will only be required with the agreement of the postholder.
3	MANAGEMENT/SUPERVISION OF PEOPLE No supervision or management of adults.
4	CREATIVITY AND INNOVATION Generally working within agreed policies and procedures and Ofsted guidance help to provide safe, creative and appropriate play opportunities.
5	CONTACTS AND RELATIONSHIPS To work closely with parents/carers and staff to provide a caring environment for the children.
6	DECISIONS Discretion Confidentiality to be strictly maintained in line with policies and procedures. Consequences Welfare of staff and children. Reputation of Childcare Centre. Parental trust.
7	RESOURCES Responsible for day to day care of setting equipment. Responsible for proper use/disposal/maintenance and safe keeping of resources including play equipment
8	WORK ENVIRONMENT
	Work Demands Some deadlines or change in priorities.
	Physical Demands Normal physical effort.
	Working Conditions Work mainly based inside.
	Working Context Minimal risk.
9	KNOWLEDGE AND SKILLS Specialist discipline.
10	GENERAL Job Evaluation This job description has been compiled to allow the job to be evaluated using the Childcare Centre approved Job Evaluation Scheme. Other Duties The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. Equal Opportunities The postholder is required to carry out the duties in accordance with the Childcare Centre Equal Opportunities Policy. Health and Safety The postholder is required to carry out the duties in accordance with the Childcare Centre Health and Safety Policy and procedures.
11	SAFEGUARDING All Childcare Centre staff have a responsibility to safeguard and promote the welfare of children and young people within the setting.