

**EARLY YEARS PRACTITIONER (UNQUALIFIED)**

**JOB DESCRIPTION**

*This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the post holder and the Nursery Manager and/or Headmaster during the interim.*

**Directly responsible to:**

**1.** The Headmaster (Overall responsibility)

**2.** The Nursery Manager

**3.** The Room Leader

**Main Purpose of Job**

To provide high quality, inclusive care and education for the children in the Nursery, in line with the Early Years Foundation Stage Framework.

**General Duties of all Staff**

* To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school’s commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
* To support and promote the VISION of the school to make a difference to young minds and lives.
* To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
* To uphold the core VALUES outlined in the ‘St Francis Framework’.
* To promote and fulfil the AIMS of the school.
* To contribute to the development, implementation and evaluation of the school’s policies, practices and procedures.
* To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
* To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

**Main Duties and Responsibilities**

* To care for and educate the children in your care aged 6 weeks to 4 years old.
* To provide for the individual physical, emotional, social, intellectual and development needs of the children.
* To provide and maintain a clean, hygienic, safe and stimulating environment.
* To provide a range of suitable activities and experiences to meet the developmental needs of the children.
* To work in positive partnership with the parents/carers of the children in your care and to encourage their involvement in the aims of the Nursery and in all aspects of their children’s care.
* To work effectively within the team.
* To maintain written records as required using Tapestry appropriately.
* To attend relevant meetings and training as required.
* To be a responsible Key Person for a group of key children.
* To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Room Leader and the Nursery Manager.
* To assist in the suitable use of attractive and stimulating equipment, activities and displays (indoors and outdoors), relevant to the ages and needs of the children, all of which encourage independence, self-motivation and eagerness to learn.
* To help children with feeding, changing clothes and toileting as necessary.
* To provide comfort and warmth to poorly children as necessary.
* To ensure that mealtimes are a time of pleasant, social sharing.
* To report any signs of illness, neglect or apparently non-accidental injury.
* To ensure that each child is collected in accordance with collection procedures.
* To record, with appropriate support and training, safeguarding information using the appropriate forms.
* To be flexible within working practices of the Nursery. To be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snacks, cleansing of equipment, clearing of rubbish/recycling, cleaning/clearing of the learning areas, as necessary.

**General Duties and Responsibilities**

* To work within the Policies and Procedures of Little Saints Nursery
* To work within the Health and Safety Policy and Procedures of Little Saints Nursery.
* To work in a manner consistent with the Inclusion and Diversity Policy and Procedures of Little Saints Nursery.
* To work in a manner consistent with the Safeguarding Children and Young People Policy and Procedures of Little Saints Nursery.
* To undertake any other duties which may be required by the Room Leader, Deputy Manager, Nursery Manager or Headmaster.
* To be prepared to undertake additional training deemed suitable for the fulfilment of the role.
* To be familiar with the EYFS Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation

**Produced by Headmaster and Nursery Manager**

**October 2021**