

## **GREENELEAS JOB DESCRIPTION**

**JOB TITLE:** EARLY YEARS PRACTITIONER

**RESPONSIBLE TO:** MANAGER / SUPERVISOR

**JOB PURPOSE:** To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting; To give support to other personnel within the Setting; To implement the daily routine in the base room.

### **Main duties and responsibilities:**

1. To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff;
2. To keep a proper record of achievement file on your key children, for parents/carers;
3. Work alongside parents/carers of special needs children to provide full integration in the Setting;
4. Support all staff and engage in a good staff team;
5. Liaise with and support parents/carers and other family members;
6. To attend ALL out of working hours activities, eg training, monthly staff meetings, parents/carers evenings summer fayre, Christmas party, etc;
7. To be flexible within working practices of Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, eg preparation of snack meals, cleansing of equipment etc;
8. Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled;
9. Recording accidents in the accident book. Ensure the manager has initialled the report before the parent receives it;
10. Look upon the Setting as a "whole" where can your help be most utilised, be constantly aware of the needs of children;
11. Ensure child is collected by someone known to Setting;
12. To respect the confidentiality of information received;

13. To develop your role within the team especially with regard as a key worker;
14. Specific Child Care Tasks:
15. The preparation and completion of activities to suit the child's stage of development;
16. To ensure that mealtimes are a time of pleasant social sharing;
17. Washing and changing children as required;
18. Providing comfort and warmth to an ill child;
19. To ensure the Setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
20. To be aware of the high profile of the Setting and to uphold its standards at all times.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.