



### Level 6 Practitioner Job Description

<b>Job Title:</b>	Level 6 Nursery Practitioner
<b>Reports to:</b> Head of School	
<b>Main Responsibilities:</b> <ul style="list-style-type: none"> <li>• The post holder is responsible to the Nursery Manager, Nursery Lead and to the Head of School for his/her duties, responsibilities and tasks.</li> <li>• The post holder will adhere to the nursery's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality</li> <li>• The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the curriculum and maximise children's achievement.</li> <li>• The post holder will be responsible for the pastoral care and safeguarding of the children within their session, class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.</li> <li>• The post holder will be a key worker/person to a group of children in their room.</li> <li>• As a Level 6 Nursery Practitioner, you will play a key leadership role within the pre-school room, ensuring high-quality care and education for all children in line with the EYFS framework and the setting's ethos.</li> <li>• Work within the pre-school room, maintaining a 1:13 staff-to-child ratio as per statutory guidance for Level 6 qualified staff.</li> <li>• Lead and support the staff team in delivering effective day-to-day routines and ensuring adherence to nursery policies and procedures.</li> <li>• Take a supervisory role in the approval of room observations, learning journeys, and ensure end-of-year reports are completed to a high standard and in a timely manner.</li> <li>• Ensure all planning and assessments reflect the developmental needs of individual children and contribute to the overall quality improvement of the setting.</li> <li>• Act as a role model for best practice in early years education and care, providing guidance, coaching and support to less experienced staff.</li> <li>• Support the Room Leader or act as Room Leader where required, contributing to room organisation, planning and communication with families.</li> </ul>	
<b>Main Tasks/Activities:</b> <ul style="list-style-type: none"> <li>• Contribute effectively to the team maintaining a high level of communication throughout the whole nursery.</li> <li>• Demonstrate a flexible approach to day to day duties to ensure smooth running and operation of the setting.</li> <li>• To work as an effective part of the team ensuring you maintain good morale, positively promoting a team approach within the setting, this leading to a high reputation both in and outside of the setting.</li> <li>• To work as a team with all staff members in daily activities and development through leading by example.</li> <li>• To ensure that you are communicating at an appropriate level with the children in your care during play and meal times.</li> <li>• Ensure the children are tidy, happy and ready for their parents or carers to take home at the end of their session and to communicate with parents about their child's day and any concerns you have.</li> </ul>	



- To be open and welcoming to all parents and children and ready to answer questions or concerns when required ensuring confidentiality is maintained.
- Encourage parents/carers to participate in their child's progress and development and contribute to their child's Learning Stories via Blossom.
- Attend parent consultation meetings and encourage our partnership with parents.
- Be responsible for ensuring parents are aware of health issues, illness and infectious periods, reminding parents of our policy rules on sickness and diarrhoea.
- Liaise with parents/carers and staff to ensure that all children have equal opportunities and experiences within the setting, while being aware of individual needs.
- Have responsibility as a Key Person for a group of children and their families.
- Create positive working relationships and partnerships with our parents and to promote parental involvement.
- Ensure weekly, monthly and long term planning sheets are completed and evaluated.
- Ensure regular observations are carried out of your key children to inform your planning and to ensure that any concerns are raised at the earliest opportunities.
- Through observation and planning opportunities ensure that you have sound knowledge of each of your key children's starting points and that you extend and support their learning in order for them to reach their full potential.
- Work in partnership with the setting special educational needs coordinator (SENCO) and other professionals and agencies.
- Demonstrate good practice in supporting children with additional needs and inclusion.
- Ensure that you keep updated and accurate Learning Stories for each Key child, have them available for viewing by parents at all times and are used as a basis for planning.
- Be prepared to undergo continuous training to keep acquainted with the latest developments in early years.
- The following records need to be maintained:
  - Daily register of attendance and signing in sheets
  - Food and care diaries
  - Daily environment safety checks.
  - Accident/incident forms.
  - Injury awareness forms.
  - Medicine consent forms.
- Observations are regularly undertaken, assessed and future aims set to inform planning.

### **Health and Safety**

- Ensure a high level of personal hygiene is maintained and encouraged with the children.
- Ensure toys and equipment is looked after, stored safely and correctly. Regularly clean and sterilise equipment and toys, recording information as evidence.
- Advise management when toys and equipment need repairing or replacing.
- Provide a safe-environment for children and adults within the day care setting by ensuring that:
  - Child:Adult ratios are maintained at all times.
  - Equipment is well maintained at all times.
  - Safety and security procedures for fire drills, arrivals, departures and during the session itself are enforced.
  - Children are supervised at all times.
  - Children who have wet or soiled clothing are changed immediately.
  - Any safety issues are reported to the management promptly.
- To complete and implement Risk Assessments for all activities undertaken, ensure all staff is aware of them and act upon any recommendations given.



- Ensure that you are fully aware of all emergency and security procedures e.g. registering children, collection policy and emergency evacuation procedures.
- Report any safeguarding concerns about any adult working in the setting to the manager following the settings policy and procedures regarding whistle blowing.
- Report all maintenance requirements to management to ensure their immediate attention.

This job description is not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to adjustment at any time in consultation with the post holder and in line with the settings needs.