



The Mall Nursery & Creche

Registered Charity No. 1031348

JOB DESCRIPTION

JOB TITLE: Early Years Practitioner

BASED: Unit 35 The Mall (Luton)

RESPONSIBLE TO: Nursery Supervisor

RESPONSIBLE FOR: All Children

JOB PURPOSE:

To provide high quality, safe education, and care to young children in line with statutory guidance, EYFS and Ofsted requirements. Providing a high standard of physical, emotional, social, and intellectual care for children in the setting. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop, and learn. To build and maintain strong partnership working with parents to enable children to reach their full potential.

MAIN DUTIES:

1	To meet children's social, emotional, physical, and intellectual needs by providing stimulating and age-appropriate play and learning opportunities in the setting, as directed by senior staff.
2	To supervise and safeguard the children as appropriate by protecting them from dangerous or harmful situations. To record and share any child protection concerns with the setting manager / Deputy and / or to take responsibility for safeguarding procedures in line with LSCB and the Mall Nursery and Crèche policies and procedures.
3	To protect children from any forms of abuse at home and within the setting. It is crucial to identify the signs of abuse and to be able to deal promptly with the situation in a way that is not going to cause further problems.
4	To provide a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are clean and safe at





The Mall Nursery & Creche

Registered Charity No. 1031348

	all times.
5	Carry out observations in order to establish that children's general health and well-being is being enhanced. To keep informative, accurate and up-to-date records, including any behavioural or developmental reports.
6	To assist in providing a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers.
7	To prepare snacks and where appropriate, to set up and clear away mealtimes and supervision of children during meal times.
8	To liaise with parent/carers about their child's needs & to inform parents/carers how their child's session progressed, always starting the discussion with a positive comment.
9	To be aware of any special needs a child may have and inform other staff as appropriate.
10	To arrange and attend parents' /carers' meetings to allow two-way discussion on child's progress on a regular basis.
11	To act as a key person to a group of children. Share progress of key children with staff and contribute to the planning of activities and delivery of the EYFS framework for individual children, ensuring each child's needs are recognised and met.
12	To contribute to and attend his/her supervision.
13	To attend and contribute at regular staff meetings and to liaise with other staff.
14	Where appropriate to cover ratios in other rooms as directed by the Management Team.
15	To be prepared to work with any age group within the setting for any length of time at the Management Teams request.
16	To attend any conference, training events or meetings as identified by the Management Team. This could include out of working activities.
17	To ensure adherence to the setting code of practice on confidentiality and the charity's policies and procedures.
18	To keep up to date with current good practice and the changing childcare legislation.
19	To perform any other duties as deemed necessary by the Management Team.
20	To encourage / guide children in accordance with the EYFS offering an appropriate level of interactions, support and stimulation, promoting a good





The Mall Nursery & Creche

Registered Charity No. 1031348

	positive role model for all children in line with the Promoting Positive Behaviour Policy.
21	To share and implement overall any information gained from training courses for CPD, also attendance for network opportunities to other settings.
22	Ensure all relevant paperwork is completed when required. i.e. Accident & safeguarding forms. Ensuring the manager is informed and as seen the recording forms before parent arrives.
23	To ensure high standards of hygiene and cleanliness are maintained at all times
24	To liaise with outside agencies as required.
25	To keep confidential any information regarding the nursery, the children, their families or other staff which is acquired as part of the job.
26	To respect and value everyone we work with, work for and support through our services. Encouraging a positive and diverse working environment in line with the settings Equality and Diversity Policy.
27	To understand and implement the learning and development; safeguarding and welfare requirements of the EYFS 2017.
28	To work with the Supervisor and the Management Team to develop and reflect on your practice, in order to maintain a high-quality delivery of education and the service offered.

This post is exempt from the Rehabilitation of Offenders Act (1974) and requires a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

(01582) 458545
tt@themallnac.co.uk



Unit 35
The Mall, Luton,
Beds, LU1 2TW