

BLACKSHAW NURSERY

JOB TITLE: Early Years Professional
LOCATION: Blackshaw Road, Tooting, London SW17 0QT.
RESPONSIBLE TO: The Childcare Co-ordinator, her Deputy and the Administrator

MAIN OBJECTIVE OF THE POST: To provide high quality childcare and education for children aged between 3 months and 5 years, as transmitted by Ofsted, in conjunction with staff, the management team and in accordance with nursery policies and procedures, and to be aware and understand the needs of the users of the nursery, being responsive in the nursery provision.

MAIN STATEMENT:

The EYP will undertake to:

- Promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of their practice
- Support children in achieving their full potential
- Have high expectations for every child's achievements
- Treat each child as unique
- Promote independence, autonomy and creativity
- Develop sustained shared thinking

MAIN DUTIES & RESPONSIBILITIES

- a) To be the lead person for the implementation of the EYFS
- b) To be the accountable person for the overall quality of the service, according to the Quality Improvement principles (QIPs)
- c) To support the overall aims for Every Child Matters, improving outcomes for all children
- d) Maintain accurate written records as required
- e) To be an active member of the Management Team

OTHER EYP DUTIES

1. **Quality:** Through 'hands-on practice' lead the delivery of high quality provision for children and families, by mentoring, shadowing and role modelling (to/with) colleagues.
2. **Multi-disciplinary team:** Play a key role in supporting a multi-disciplinary team approach around the child and family to ensure best outcomes or to ensure best outcomes for children and families.
3. **Training and prof. dev.:** Keep up to date with current developments and research and lead on training and dissemination of good practice to colleagues.
4. **Reflective practice:** Develop a culture of reflective practice through self-assessment leading to quality improvement.
5. **Lead on development and evaluation of practice:** Develop and implement systems for effective planning, observation and assessment, recordkeeping and monitoring within the setting that support the development of individual children.

6. **Partnership with parents:** Communicate and work in partnership with families and parents/carers, at home and in the setting, to nurture children , to help them develop and to improve outcomes for them.

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7. **Transitions:** To ensure effective systems and practice are developed to support transitions for children and families.
8. **Play-based learning environment:** To ensure a high quality, play-based learning environment that provides challenging child-led and adult initiated opportunities, both indoor and outdoor, that are developmentally appropriate.
9. **National and local issues:** To be aware of and support the implementation of national and local strategies, policies and regulations to deliver best outcomes for children and families.

GENERAL RESPONSIBILITIES:

- To be responsible for the care of children aged between 3 months and 5 years
- To meet the daily needs and requirements of the child and nursery at all times
- To promote positive behaviour and good communication with the children to raise their self esteem and confidence
- To recognise the child's stage of development and to provide stimulating activities which will enable them to develop to their full intellectual, social, physical, emotional and educational potential
- To ensure the children's environment is kept clean, tidy and safe, ensuring work surfaces and floor are kept clean and dirt free
- To provide a non-racist and non-sexist environment and to ensure that the activities provided take into account the children's religion, culture, ethnic origin and linguistic background. To comply with the nursery equal opportunities policy.
- To arrange interesting and educational outings for the children
- To keep records on the children as necessary
- To promote parental involvement in the nursery and to be prepared to work in partnership with the parent and liaise with parents on their child's progress/development.
- To have responsibility for the health and safety and welfare of self and other and to comply at all times with the health and safety policy and rules.
- To be fully aware of all children's dietary and medical requirements, which are displayed, and ensure that any medical changes or variations are recorded and communicated appropriately
- To give prescribed medication/appropriate first aid when necessary
- To identify any concerns about or shortcomings in the services provided and report these to the Childcare Co-ordinator, her Deputy or the Administrator
- To attend staff meetings and staff supervision appointments and develop professional relationships with the staff team and outside agencies
- To work on a shift basis
- To supervise students and other unqualified workers under the direction of the Childcare Co-ordinator, her Deputy or the Administrator; to keep records of training procedures, make assessments of students as necessary and liaise with tutors.

- To act as the senior member of staff on duty whilst covering the early shift, i.e. from 7.00am until 8.00am and on late shift, i.e. between 5.30pm and 7.00pm/10.00pm in the absence of one of the management team.
- To clean and sterilise play equipment regularly
- To regularly change the children's/babies' bedding and to undergo laundry tasks
- To carry out recording observations/assessments at regular stages, as required by the nursery management team

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- To lead in planning and devising an educational care programme for the children that promotes learning and developmental progression
- To ensure that senior staff are informed in the event of emergency and unusual situations
- To follow nursery policies and procedures at all times
- To participate and undertake in all statutory training including First Aid, Moving & Handling, Child Protection, Fire Safety and Food Hygiene.
- To undertake training as necessary in line with the development of the post and as agreed with the management team as part of the personal development planning process
- To undertake further training as required
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales
- To contribute positively to the effectiveness and efficiency of the team in which he/she works
- To undertake any other duties at the request of the Childcare Co-ordinator, her Deputy or the Administrator which are commensurate with the role, including project work, internal job rotation and absence cover.
- To undertake Management duties as required

Working Hours

- 36 hours per week (including one hour for staff meetings) on a shift basis, arranged in advance by rota

Annual leave

- 22 days for each full year worked

Miscellaneous

- This job description is not an exhaustive document, but is a reflection of the current position. Details and emphasis may change in consultation with the post holder, in line with the needs of the nursery.

Management Team = Childcare Co-ordinator, Deputy Childcare Co-ordinator, Nursery Supervisor, Administrator and Early Years Professional.

File: EYPjobdes
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