

TANGENT HOUSE DAY NURSERY

JOB DESCRIPTION – SENIOR PRACTITIONER/ROOM LEADER

Purpose of Post:

1. Responsible for the day to day management of a care room.
2. To provide a high standard of physical, emotional, social and intellectual care for children placed in the setting.
3. To give support to other staff within the setting.
4. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
5. To build and maintain strong partnership working with parents to enable children's needs to be met.

Responsible to:

Nursery Manager/Deputy Manager

Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fair, etc
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support nursery assistants, students and volunteers.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake, assist or lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc. (as appropriate).

Personnel Specification – Nursery Practitioner

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)	A & I	Optional
	5. Recent Paediatric First Aid certificate	A	Desirable
	6. Basic Food Hygiene	A	Desirable
Relevant Experience	7. Experience in working with children	A & I	Essential
	8. Experience of working in an early years setting	A & I	Desirable
	9. Experience of implementation of EYFS	A & I	Desirable
	10. Experience of working in partnership with parents	A & I	Desirable
General and Special Knowledge	11. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006	A & I	Essential
	12. Knowledge of Child Development and children's needs	A & I	Essential
	13. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
Skills and Abilities	14. Ability to communicate well with adults and children	A & I	Essential
	15. Ability to work as part of a team	A	Essential
	16. Ability to write legibly	A	Desirable
	17. Good presentation skills	A	Desirable
	18. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	19. Good organisational skills	A & I	Desirable
	20. Ability to demonstrate creative abilities	A & I	Desirable
Any Additional Factors	21. Understanding of Equal Opportunities	A & I	Essential
	22. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	23. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview