# ROLE SUMMARY

**Job Title: Early Years Practitioner (Nursery) Level 3**

**Responsible to: Senior Early Years Practitioner**

**Updated:**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality.**

This role covers eight main areas of responsibility:

* ***Development and delivery of services*** to deliver and monitor Early Years activities which focus on the Early Years Foundation Stage curriculum that meet the needs of children, families and service users.
* ***Partnership Working*** to work with and improve relationships with all partner agencies
* ***Information Management*** provide effective communication and collection of data and evidence
* ***Asset Management*** delegated responsibility for the Children’s Centre security, resources and equipment

## Responsibilities

#### Key Results Area One: Development and Delivery of Service

* To deliver high standards of organisation care, learning and education within the Nursery that meet the Ofsted legal requirements and contract requirements, assisting with targets set in the contract around 2,3 & 4 year funding are met
* To maintain and promote a child's all-round development by planning and providing appropriate learning experiences in line with the Early Years Foundation Stage
* To ensure that the setting is inclusive, and allows everyone to be themselves (so far as this does not interfere with other individuals` rights to be themselves), and enables all children to develop to their full potential
* To engage in direct work with children and adults and to facilitate flexible methods of direct work with customers as delegated
* Adhere to and assist with completing risk assessments
* To assist in the contribution to policy and procedural decision-making regarding the Nursery
* To assist the management team in programming events and ensuring the most effective use of the Nursery & Children’s Centre
* To promote the work of the Nursery engaging customers in service developments and to assist in the successful admission and transition for children and families
* To assist in the resolution of customer enquiries and complaints as delegated by the management team
* To understand child protection issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre safeguarding policy and procedures
* To understand Health & Safety issues, and to act appropriately should areas of concern arise, in line with the Children’s Centre Health & Safety policy and procedures (Put in all)
* Attend and contribute to delegated meetings with your team members and also with external partners
* To attend and contribute to case conferences and professional meetings around the child as appropriate
* To offer support, advice and guidance to children and their families as delegated
* To support decisions made within the established policy and practice of the centre with regard to physical, intellectual and emotional wellbeing of the children, through observation, planning and implementing actions from other services as agreed with professional’s
* Supervisory responsibilities for the children in the Nursery, whilst completing activities and supporting students in placement and volunteers
* To participate in the development of the day-to-day running of the Nursery and provide a warm, welcoming, secure and attractive environment for young children (Add to deputy)
* To encourage the involvement of the local community and service design

***Key Results Area Two: Partnership Working***

* To develop a partnership approach with children and their families, to promote and improve quality within the Nursery
* To attend and take delegated responsibility for relevant professional group meetings and to liaise with staff from internal and external agencies
* Support the development of collaborative relationships within and across the organisation
* Support the development of collaborative partnerships outside the organisation that support Halifax Opportunities Trust brands, images and values
* Communicate with customers to keep them up to date with current issues

#### Key Results Area Three: Information Management

* To assist the administration systems to collate data and evidence to demonstrate the impact of service delivery
* To assist with providing information for the Nursery Self Evaluation Form and documents required for the Nursery Ofsted inspection
* To contribute to the moderation and tracking of children’s development and implement strategies to raise quality of learning and education
* Assist with the maintenance and development of administration systems to meet audit requirements and Ofsted regulations for EEF funding and supplements
* Attend meetings, briefings and training sessions relevant to Children Service’s and share this information within your team
* Produce reports as required within delegated timescales

***Key Results Area Four: Asset Management***

* Access to confidential data and information
* Delegated responsibility for the safekeeping of mobile phones, laptops, camera’s, diaries and ID badges
* Maintaining records of work
* Support with the up keep of asset registers

***Personal Development***

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend and complete actions from regular Supervision sessions with line manager
* Attend regular staff meetings, training days and other training as required
* Maintain up to date knowledge regarding legislation

***Interfaces***

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| *Internal*:   * HOT Trustee Board * Nursery staff team * Children’s Centre management team | *External*:   * Families, members of the local community * Professional colleagues in other agencies working with local children & families * Persons in connection with supply of goods and service * Schools, nurseries * National and regional support organisations * Students on placement * Service users – children and their parents/carers |

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.