



## Early Years Practitioner BS3 Community Development Nursery

### JOB DESCRIPTION

**Responsible to:** Lead Practitioner

**Probationary Period:** 3 months

**Setting:** BS3 Community's Early Education & Childcare services run at our two community centres. The Southville Centre has a 103 place day nursery which includes a term time only offer that has the option of Early and late drop off. The Chessel Centre is a 54 place day nursery.

**Purpose/ Objective:** To assist in promoting the provision of the highest standard of care and education in a stimulating, secure and friendly environment. Early Education & Childcare Practitioners should assist with the daily running of the setting and support Playworkers/Early Years Practitioners in providing positive experiences.

### Key Tasks and Responsibilities

#### Children

- **Support the highest possible standard of care and emotional support.**
  - *Assist with tasks which contribute to meeting children's basic physical and security needs and take opportunities to build positive relationships with children.*
- **Ensure all children are valued and included.**
  - *Promote an anti-discriminatory framework in all areas & assist with ensuring all children's individual needs are met.*
- **Support the implementation of planned activities and contribute relevant information about children's achievements.**
  - *Work alongside Early Years Practitioners/Playworkers to implement activities and lead pre-planned small group times in their absence.*
  - *Record information about children's achievements and report this to their 'Key Worker'.*
- **Engage in play experiences and interactions with children.**
  - *Value children's choices, interests and self-directed play and take any opportunities to interact/engage in these with them.*

## Parents

- **Contribute to positive partnerships with parents and carers.**
  - *Interact with parents, providing information and feedback about their child's day/session.*

## Duties and Responsibilities

- **Contribute to the development of the setting and commit to furthering personal professional development.**
  - *Contribute ideas, and value the ideas of others, for developing the setting as a whole.*
  - *Contribute to personal review, appraisal and reflection opportunities and demonstrate a positive attitude to training opportunities.*
- **Contribute to a positive, enthusiastic and progressive team.**
  - *Work alongside colleagues in a productive and positive way, making suggestions for improvement and attending staff meetings outside of nursery hours.*
- **Understand how both the Early Education & Childcare and BS3 Community policies relate to this role.**
  - *Maintain a high level of professionalism, working within the organisations agreed policies and procedures.*
- **Assist with the smooth running of the setting, completing all relevant tasks including those at the request of Practitioners and Senior Staff.**
  - *Conduct tasks which ensure the daily routine can be implemented, taking account of children's individual needs.*
  - *Support the provision of an environment which is clean, safe and attractive and take appropriate steps to remedy or report issues in relation to this.*

*This job description does not represent an exhaustive list of duties which relate to this role. Practitioners are expected to understand and carry out any duties which are in keeping with the aims of this post.*

*Please be aware that you may be required to work out of any of BS3 Community's current or future premises.*