



## Dorking Nursery School and Children's Centre

### JOB DESCRIPTION

<b>Title</b>	Early Years Practitioner
<b>Date</b>	February 2018
<b>Location</b>	Based at West Street site
<b>Accountable to</b>	Headteacher
<b>Job Purpose</b>	To be an active member of the maintained nursery team implementing the EYFS and creating a caring, stimulating environment which provides outstanding quality education and care to enable each child to develop to his/her full potential.

#### **Key Accountabilities**

- To:**
- Carry out the role of practitioner and meet all standards in accordance with the grade of post
  - Offer a stimulating and varied classroom environment in which education and care can be provided to meet the needs of all children
  - Support children's development and learning through planned play activities
  - Work in all areas of the classroom and outdoors as timetabled and take responsibility for the learning, supervision and welfare of children
  - Work with the SEN team and children as appropriate, to ensure the inclusion of all children
  - Work as part of the nursery team to ensure that planning covers all areas of learning in line with the EYFS
  - Be a key person and carry out all the duties associated with this
  - Role model a variety of effective teaching strategies and be pro-active in extending the practice of others
  - Use knowledge and skills to support other members of the team in monitoring and assessing children's learning
  - Communicate with other professionals under the guidance of the 3-5s lead
  - Work with parents in a variety of ways to help them support their children's learning
  - Ensure that all safeguarding procedures are in place and implemented consistently across all Children's Centre activities
  - Implement the aims and policies of the Centre
  - Be prepared to work flexibly when possible to ensure the smooth running of the Centre
  - Contribute to the life of the Centre as a whole, attending staff meetings and in-service training as required
  - Participate in the ongoing cycle of support and appraisal for your own professional development

**PERSON SPECIFICATION**  
**ESSENTIAL REQUIREMENTS - Early Years Practitioner**

Qualifications	Method of assessment
<ul style="list-style-type: none"> <li>• Either Early Years Teacher Status or minimum Level 3 in Early Education/Childcare</li> <li>• A-C GCSE English and Mathematics or equivalent qualifications</li> </ul>	Certificates
Experience	
<ul style="list-style-type: none"> <li>• Nursery or EYFS training as part of degree/qualification</li> <li>• Recent and successful experience of working in an EYFS setting</li> <li>• Experience in an EYFS setting</li> <li>• Experience of effective partnership working with parents</li> </ul>	Application Interview tasks
Professional knowledge & understanding	
<ul style="list-style-type: none"> <li>• Evidence of relevant continued professional development</li> <li>• Sound understanding of the EYFS curriculum and play based learning</li> <li>• Knowledge and understanding of the EYFS Framework and the impact of early years development on children</li> <li>• Empathy with children and adults</li> <li>• Knowledge of best practice and procedures for safeguarding children and young people</li> <li>• Understanding of quality in learning and teaching and how to achieve excellence</li> <li>• Knowledge of the wider EYFS phase, for example day care, children's centres</li> <li>• Knowledge and understanding of the SEN codes of Practice and SEND reforms</li> </ul>	Application  Interview tasks
Professional qualities	
<ul style="list-style-type: none"> <li>• Outstanding EYFS practitioner</li> <li>• Committed to the development and maintenance of good relationships with staff, parents, children, other professionals, governors and the community</li> <li>• Committed to CPD</li> <li>• Communicates enthusiasm and energy</li> <li>• Resilience, perseverance and optimism in the face of difficulties and challenges</li> <li>• Capacity to be flexible, adaptable and creative</li> <li>• Commitment and dedication to the extended role of EY practitioner and wider professional responsibilities</li> </ul>	Application  Interview tasks
Skills & aptitudes	
<ul style="list-style-type: none"> <li>• Able to plan and organise effectively</li> <li>• Excellent organisational and time management skills</li> <li>• Excellent communication, written and IT skills</li> <li>• Communicates at a level and in a manner appropriate to the situation with all stakeholders</li> <li>• Passionate, reflective and committed EYFS practitioner</li> <li>• Flexible and adaptable</li> <li>• Work as part of a team</li> <li>• Able to think creatively to anticipate, solve problems and compromise when required</li> <li>• Able to deal sensitively with people and resolve conflicts</li> <li>• Patience and a good sense of humour.</li> </ul>	Application  Interview tasks

Dorking Nursery School and Children's Centre are committed to safeguarding and promoting the welfare of children, young people, families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Baring Service and satisfactory references.