

Job Description



Job Title: Early Years Nursery Practitioner (TOTS)

Level of Qualification: Level 2/3 in Early Years or equivalent.

Setting: Tots@ Franche Community Primary School and Extended Services

Role within the setting.

To work as an active member of Franche Community Primary School Early Years department ensuring all children attending the setting receive high quality care and education through full implementation of the EYFS. Providing a safe environment within which individual needs are met whilst delivering rich and stimulating learning and play experiences.

Key Roles and Responsibilities:

- To provide high standards of quality care and education at all times within the setting.
- Supporting children by implementing and following the safeguarding and welfare requirements of the Early Years framework , at all times.
- Uphold and follow Franche Community Primary School and Tots policies and procedures. Ensuring you keep updated with changes to policies and procedures.
- To maintain accurate, updated and effective records, including accidents, incidents and information on the children's learning and development progress.
- Health and Safety: to continuously risk assess environments to ensure they are safe, and to take the appropriate action to reduce risk of physical danger to children, young people, parents, visitors or staff.
- To play an active role in the Key Person system within the setting, contributing and planning appropriate play and learning experiences using children's interests and identifying learning priorities, planning for relevant and motivating learning experiences to meet each child's needs.
- To attend and complete mandatory training, including paediatric first aid, food hygiene and safeguarding.
- To undertake sensitive observational assessments of each child's achievements, interests and learning styles. To ensure these observations include next steps for learning, identify characteristics of learning and provide information to support developmental assessment.
- To develop and promote parental partnership and involvement. Including attending parent evenings and parent meet and greet evenings.
- Create a warm nurturing environment where children can: feel safe, have fun, be challenged, have opportunities to explore and experiment. To enable children to learn and develop in all areas and to become confident, resilient and independent individuals.
- Supporting children's health and well-being, by providing outdoor space (free flow), quiet areas inside and out, providing healthy snacks and encouraging children to make healthy choices. Including dental hygiene.

- To demonstrate good practice and being a positive role model for all children, staff and visitors.
- To work with outside professionals including Ofsted, to ensure continuous improvement within Tots and extended services.
- Having a flexible approach to work is essential.
- To assist in maintaining a high standard of cleanliness and presentation within all areas of the Tots and Schools Environments.
- Always have a smart and professional appearance within the setting and around the site.
- To undertake any other duties within your skills and capabilities as reasonably requested by management.