



GATEWAY SCHOOL

— GREAT MISSENDEN —

Job Description

Early Years Practitioner

The Early Years Practitioner will be working as part of a Key Person team caring for the daily needs of children between the ages of two to five years.

Main Responsibilities

- To contribute to a high standard of physical, emotional, social and intellectual care for children in our Early Years.
- To give support to other personnel within the Early Years.
- To implement the daily routine in the Early Years, including early and late care.

Main Duties

- To plan and contribute to a programme of activities suitable to the age range of children, in conjunction with other staff.
- To prepare and complete activities to suit the stage of development of the children in your key group.
- To record the progress and achievements of the children in your key group and support other staff in their record keeping.
- To support all staff and engage in a good staff team.
- To liaise with and support parents and other family members when reporting progress and concerns, including during face to face conversations, meetings and communication books.
- To attend out of working hours activities, e.g. training, staff meetings, parents' evenings, Curriculum Evenings, Summer Fun Day, Christmas Fayre, Open days etc.
- To be flexible within working practices of the Early Years. Be prepared to help where needed, including to undertake certain domestic jobs within the Early Years, e.g. preparation of snack meals, cleaning of equipment, maintaining a high standard of cleanliness.
- To work alongside the manager and staff team to ensure that the philosophy behind the nursery is fulfilled.
- Look upon the Early Years as a "whole", to consider where your help can be most utilised, to be constantly aware of the needs of children.
- To ensure all Health and Safety requirements are met, to complete the daily check when on duty, to monitor equipment for deterioration and to report any issues in a timely manner.
- To ensure each child is collected by someone known to Nursery.
- To record accidents in the accident book and to treat accidents and illnesses as required, to provide comfort to a poorly child.

- To serve meals and ensure mealtimes are a time of pleasant social sharing.
- To wash and change children as required, supporting them with their personal hygiene.
- To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the Early Years and to uphold its standards at all times.