

## JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education and Children's Services
Post Reference No: NB 04/24	Location: New Bridge Nursery School
Job Title: <b>Early Years Practitioner - Level 3</b>	Grade/Salary Range: RG3 SCP 5 - 11

### **JOB PURPOSE**

To work as a member of a team of early years practitioners caring for young children through delivery of the Early Years Foundation Stage Curriculum.

To provide for the physical, social, emotional and intellectual needs of the children through involvement in planning, caring, teaching and assessing progress.

To take responsibility for a group of children as their key worker.

### **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

**Early Years Practitioner – must possess a qualification in childcare and education,**

34.75 hours a week Term Time only, plus 5 Inset Days

To be accountable to the Head of School and Executive Head Teacher

## MAIN DUTIES AND RESPONSIBILITIES

### The Main Duties and Responsibilities of the post are:

- To work as a member of a team providing education and care for children in a safe and non-discriminatory manner through assisting in the planning and delivery of the Early Years Foundation Stage
- To be involved in making and maintaining a safe and stimulating environment both inside and outside
- To engage with individual and groups of children appropriately ensuring that they are safe, healthy, happy and achieve
- To liaise with parents and other professionals appropriately and in accordance with the Federation's existing policies and procedures
- To be aware of and support children who may have special educational needs and liaise with the Inclusion Manger so that appropriate guidance can be put into place
- To follow the settings policies and procedures regarding health and safety and safeguarding children.
- To participate and contribute to staff meetings and in-service training
- To participate in the supervision of students in training as and when required
- To participate in the variety of activities in the as required
- To retain confidentiality at all times
- To undertake other related duties that may be requested by the Head of School
- **RG3 Level 3 8 - 11 Above Gateway:**

### All of the above and:

- To work as a keyworker for a group of children, taking responsibility for their attainment and well-being and liaison with the parents
- Plan activities for a group of children
- To use more developed communication skills to encourage and support social/positive behaviour development
- Demonstrate ability to interpret observations and convert to assessment of need
- Demonstrate competence in practice against NVQ Level 3 mandatory unit criteria

## SCOPE OF JOB (Budgetary/Resource control, Impact)

# PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Division: Education New Bridge Nursery School
Job Title: Early Years Practitioner Level 3	Post Reference No NB 04/24

## Qualifications / Education / Training:

### Essential:

NNEB / NVQ3 / CACHE or BTEC Nursery Nursing Diploma.

### Experience:

Experience of the Early Years Foundation Stage  
Experience of working in a variety of early years settings  
Experience of working with children with English as an additional language and with children with special educational needs.  
Experience of working as a keyworker

### Skills and Abilities:

To have a clear understanding of the Early Years Foundation Stage  
To be able to use initiative and maintain a positive attitude  
To be able to demonstrate a commitment to equal opportunities  
To be able to demonstrate an understanding of child development.  
To be able demonstrate an understanding of inclusive practice.  
To be able to plan activities to ensure children learn through their play  
To be able to set up relevant and exciting activities to facilitate children's learning.  
To be able to manage, organise and motivate children  
The ability to work as part of a team and independently

To have good communication skills both written and oral.  
To have good administrative skills.  
To have an understanding of current health and safety legislation.  
To have an understanding of safeguarding practices

### Work Related Personal Requirements

An enthusiasm and energy for working with young children.  
Good organisational skills  
Reliable, adaptable and flexible  
Confident, motivated with good communication skills  
A sense of humour and fun