

JOB DESCRIPTION

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| READING BOROUGH COUNCIL | Department/Division: Education and Children's Services |
| Post Reference No: BNEYYP 09/25 | Location: Blagdon Nursery School |
| Job Title: Early Years Practitioner Keyworker- Level 3 | Grade/Salary Range: RG3 SCP 7 - 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 small group of children as their key worker.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Early Years Practitioner – must possess a Level 3 qualification in childcare and education,

Part time positions available

To be accountable to the Executive headteacher and Head of School

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 nursery's existing policies and procedures
- To be aware of children who may have special educational needs and liaise with the Inclusion Manager and SEND team so that appropriate advice can be sought
- 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 retain confidentiality at all times
- To undertake other related duties that may be requested by the Executive headteacher or Head of School

RG3 Level 3 7 - 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 groups 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)

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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 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