

# NURSERY@ASPIRE

## Job Description Early Years Practitioner

### Purpose of Post

1. To contribute to the physical, emotional, social and intellectual care for the children placed under the care of nursery@aspire.
2. To give support to other personnel within the Nursery.
3. To implement the daily routine of the Nursery.

### Key Areas

- Working with children
- Team Work
- Liaise with Parents

Responsible to the Room Leader in the first instance and ultimately to the Nursery Manager

### Duties and Responsibilities

To contribute to a programme of activities suitable to the age range of the children in your area in conjunction with other staff.

To assist in the carrying out of observations and assessments and keep a proper record of achievement file on children.

To work alongside parents of children (including special needs children) to give full integration in the Nursery.

To support colleagues and engage in a good team work.

To liaise with and support parents and other family members.

To attend all out of working hours activities e.g. training, monthly staff meetings, parent meetings, nursery events etc.

To be flexible within the working practices of the Nursery e.g. preparation of snack meals, keeping care rooms clean and tidy, cleansing equipment etc.

To work alongside the manager and other staff team to ensure that the philosophies and policies and procedures of the Nursery are observed and fulfilled.

To assist with the keeping of proper records as required within the Nursery setting.

To help where help is required by colleagues and to be constantly aware of the needs of the children.

To respect the confidentiality of information received.

Specific Childcare tasks will include:

- assisting in the preparation and completion of activities to suit the children's stages of development;
- ensuring that mealtimes are a time of pleasant social sharing;
- assisting in the washing and changing children as required;
- providing comfort to children.

To ensure the provision of a high quality environment to meet the needs of individual children from different cultures and religious backgrounds and stages of development.