



JOB DESCRIPTION

Post: Senior Nursery Practitioner

Responsible To: Senior Nursery Manager

Summary of Post: The Senior Nursery Practitioner is responsible for a team of staff that will deliver high quality care and education, working in partnership with parents and implementing EYFS welfare requirements to the highest standards. The Senior Practitioner is responsible for leading the setting in the absence of the Manager, Deputy Manager and Assistant Deputy Manager.

Specific Duties:

1. To support the leadership of staff in partnership with the Manager and Deputy, in particular regards to their own base room.
2. To monitor the standards of care and education, and organise activities, both inside and outside the nursery with reference to all aspects of the Early Years Framework and beyond.
3. To be responsible for the day-to-day organisation of base room and nursery ensuring policies and procedures are implemented and the needs of children and families are met.
4. To contribute to the evaluation of the planning, monitoring, and development of the nursery when requested by the manager.
5. To provide and monitor high quality activities for children, which recognise both individual and group requirements in a secure, safe and stimulating environment.
6. To participate in the key person approach and be responsible for a group of children. To monitor, assess, record and report on their development and progress. To ensure the key children's files are kept up to date with planning



for their individual needs, the environment, observations and photographic evidence. To assign key children to staff ensuring there is an equal balance of needs and abilities evaluating effectiveness regularly ensuring all family's needs are met.

7. To maintain high levels of confidentiality and professional conduct with regard to written and spoken information regarding children, families, staff and the nursery provision.
8. To work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
9. To be aware of safeguarding including child protection issues and follow the Safeguarding Children policies and procedures and to ensure close monitoring of children about whom there are concerns. To fulfil the role of the Designated Safeguarding Lead when required. To contribute and attend meetings in regard to safeguarding as required with outside agencies, including but not limited to, Social services, Early help services and SEN organisations.
10. To ensure that the wellbeing and safety of children is at the forefront of practice at all times.
11. To prepare and serve food, drink and snacks to children, encouraging good nutrition and sociable eating whilst promoting independence.
12. To assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties. To carry out on-going cleaning of the nursery
13. To uphold and carry out the duties of the post with due regard to the Nursery's Equalities and Inclusion policies.
14. To undertake other lead roles relevant to the position including, but not limited to, Fire Marshall, SENDCO, Parent Partnership lead, Well-being officer, and Health and Safety Officer.
15. To attend regular staff meetings/parents evenings/training sessions outside of normal working patterns and contribute to the continuous development plan for the nursery.



General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Record keeping, report writing and presentation skills.	✓	✓	4
2.	Good organisational and time management skills.	✓	✓	4
3.	A flexible approach to work.	✓	✓	4
4.	Excellent leadership skills with the ability to support, lead and motivate team members.	✓	✓	6
5.	Excellent communication and interpersonal skills both verbal and written at all levels including professional, practitioner level and to engage with children parents and families.	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos.	✓	✓	6
7.	An accurate ability to plan for children's individual learning and development through observation and assessment using the EYFS.	✓	✓	4
Experience				
1.	A minimum of two years' experience working in an early years environment.	✓	✓	6
2.	A minimum of one years' experience in a leadership or supervisory role.	✓	✓	6
3.	Experience of working in partnership with parents and other key carers.	✓	✓	4
4.	Significant knowledge of a child's development and children's needs.	✓	✓	4
5.	Significant knowledge of legislation relevant to early years for example, EYFS, SEN, Safeguarding, Childcare Act 2006.	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4



2.	English Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4
3.	Relevant and recognised level 3 qualification in Early Years.	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.