**Sample Job Description – Early Years Practitioner**

This setting is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Setting name:**

**Setting address and location(s) of work:**

**Job purpose:**

1. To deliver and sustain a high standard of care and education for all children placed at the setting
2. To work with all staff, students and volunteers in ensuring all children receive the highest quality care and education
3. To implement the daily care and routines at the setting to ensure all children’s needs are met

**Context:**

* Working with children
* Working with staff
* Liaising with parents/carers

**Responsible to:**

* Room Leader
* Manager/Supervisor

**Hours of work:**

**Pay:**

**Probationary period:** 6 months

**Key responsibilities:**

**Health and safety**

* Safeguarding – understand and adhere to the setting’s safeguarding policies and follow procedures to keep children safe and ensure that others at the setting are adhering to the policy
* Adhering to policies and procedures prioritising health and safety legislation and requirements
* Sharing responsibility for ensuring the health, cleanliness and safety of the children and their environment at all times
* Be fully aware of all emergency and security procedures e.g. registering children, collection policy, and fire safety procedures
* Ensuring the highest of hygiene and cleanliness standards during care routines e.g. nappy changing, food preparation and bedding areas
* Adhere to the setting’s code of conduct
* Report safeguarding concerns about any adult working in the setting to the manager following the setting’s procedure regarding whistleblowing

**Childcare and education**

* Support the emotional, physical, social, spiritual and intellectual needs of all children attending the setting
* Observe, extend and support children’s learning
* Respect the confidentiality of children and their families
* Plan, prepare and deliver activities and experiences which promote children’s learning and development using the Early Years Foundation Stage (EYFS)
* Respect the confidentiality of children and their families
* Maintaining accurate and effective children’s records
* Working in partnership with the setting Special educational needs coordinator (SENCO) and other agencies and professionals as appropriate e.g. Speech and language therapist (SALT), Ofsted and staff etc.
* Demonstrate good practice in supporting children with additional needs and inclusion
* Carry out and meet the requirements of the Key Person role to a high standard
* In the Key Person role, create positive working relationships and partnerships with parents and to promote parental involvement
* Learn about developments in early years childcare and education

**Operational**

* Ensuring policies and procedures for the day-to-day running of the setting are adhered to, including all record keeping
* Work with other colleagues as a team to ensure the highest standards of care and education are provided for all the children attending the setting
* Demonstrate a flexible approach to day-to-day duties to ensure smooth running and operation of the setting
* Work with the manager during inspections and to assist in implementing any recommendations given by any regulatory body

**Learning and development**

* Support student practitioners
* Attend staff meetings and engage in self-development appraisals and supervisions
* Demonstrate a willingness to attend training and to take opportunities for continuing professional development

**Possible sentence starters for key responsibilities:**

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| Be fully aware of… | Attend… |
| Support… | Participate in… |
| Adhere to… | Work with… |
| Share… | Maintain… |
| Comply… | Be responsible… |
| Demonstrate… | Ensure… |
| Provide… | Promote… |
| Respond… | Plan and deliver… |
| Respect… | Engage… |
| Develop… | Undertake… |
| Operate… |  |