

**Title:** Nursery Practitioner

**Reports to:** Nursery Manager

**Hours of work:** 20 hours per week, including 15 hours contact time with children when the Nursery is open.

39 weeks per year (term time plus one week).

**Salary:** £13.50 per hour

### **Job Purpose**

Be part of Saint Pancras Community Association's (SPCA's) team delivering high-quality community work, that benefits people living in the Borough of Camden and the Saint Pancras and Somers town area.

Concentrate on the creation and development of a caring, stimulating and accessible service for children from the age of 2-5. This includes transition into school, in line with the Early Years Foundation Stage Framework or other frameworks which succeed it.

### **Role Profile**

#### **Policies and Procedures**

- Follow policy and procedural guidelines that apply to all SPCA staff.
- These cover but are not limited to Equalities, Health and Safety, Safeguarding, Confidentiality and Employment issues.
- Follow policy and procedures that are specific to this role e.g. systems for registering children and ensuring that children are collected appropriately at the end of their sessions.

#### **Curriculum**

- Encourage children's learning through play, by delivering a stimulating and enabling curriculum covering the prime areas of learning and development, communication and language, physical, personal, social and emotional development.
- Work with other Nursery or Early Years staff to implement the curriculum outlined by the Nursery Manager.
- Plan, prepare and deliver activities and experiences that promote children's learning and development, using the Early Years Foundation Stage Framework or other systems that succeed it.
- Observe, extend, and support children's learning through play by providing a stimulating and enabling environment that enables all children to develop their full potential.
- Help parents to develop an appropriate lifestyle for their children, e.g. by advising on children's diet and sleeping habits and by demonstrating good practice.

#### **Equality and Inclusion**

- Work in partnership with the setting's Special Educational Needs Co-ordinator (SENCO) and other agencies and professionals, e.g. Speech and Language Therapist, Ofsted, and Children's Centre Staff.
- Support children with additional needs and help to create an environment in which they are welcome.
- Plan and organise activities that implement anti-discriminatory practices and promote inclusion, whether these activities relate to ethnicity, gender, dis(ability), religion or other issues.

### **Key Person Role**

- Carry out the requirements of a Key Person for children, as designated by the Nursery Manager.
- Create positive working relationships that promote parental involvement with these children.
- Provide opportunities for observations, assessments and record-keeping.
- Lead the administrative records for these children.

### **Roles Shared by All Early Years Staff**

- Participate in outings and trips, undertaking responsibilities for children's safety and risk assessment procedures
- Share tasks necessary as part of the general upkeep of the nursery e.g. laundry, toy cleaning, equipment organisation, venue cleaning and upkeep.
- Share responsibility for ensuring the health, cleanliness and safety of the children and their environment at all times. This includes ensuring high standards of hygiene and cleanliness during care routines, e.g. nappy changing, food preparation and preparation of rest areas.
- Work in partnership with parents/carers and other professionals to ensure all children reach their full potential.
- Demonstrate a flexible approach to day-to-day duties to ensure the smooth running and operation of the setting.

### **Roles Shared with All SPCA Staff**

- Actively participate in staff meetings and shared events such as festivals, annual meetings, open days, and fire drills.

### **Personal Support and Development**

- Actively participate in regular supervision sessions and annual appraisal meetings.
- Assist in the support and supervision of apprentices, students, and volunteers.
- Attend training required as part of continued professional development (CPD).
- Explore other areas for CPD, in association with the Nursery Manager.
- Stay up to date with developments in early years childcare and education practice.

### **Administration**

- Maintain records, both on computer and in hard copy.
- Undertake other administrative tasks required by the Nursery Manager.

### **Other duties**

- Undertake other tasks requested by SPCA's management, which are in line with the skills expected of the post holder and are designed to support effective service delivery.

### **Person specification**

- Qualifications and Training
- A qualification in childcare is essential and applicants should be at a minimum of Level 2 or above or be able to provide evidence that they are working towards qualifications at this level.
- Other educational qualifications are not essential but might support an application eg by demonstrating a good standard of English or maths.
- Training, qualifications, or experience in related areas is desirable.
- Related areas include First Aid, health care and safeguarding.

### **Skills**

- Written English should be good enough to write basic reports and prepare notes for parents and colleagues. The quality of the application forms will be considered so make sure it is well written.
- Spoken English should be good enough to discuss issues with parents and colleagues.

- Other languages are not essential but an applicant who speaks other local community languages will have an advantage.
- Numeracy skills should be good enough to count money or children accurately and to keep basic records such as the number of times particular behaviour is exhibited, as well as to help children with the curriculum.
- Basic administrative skills are needed, including the ability to use e-mail and to file information appropriately, on computers and on paper.
- Good time management skills are required, including the ability to focus appropriately while children, managers or parents are competing for your attention.

### **Experience and Understanding**

- At least one year's prior experience of working with preschool children in a play group, drop in or nursery setting is required.
- Ideally, this should have been in an inner-city environment.
- Applicants should be able to show an understanding of the key worker role, preferably by describing their experience in this role.
- An understanding of how preschool children grow through play is necessary, along with some experience of implementing this through the Early Years Foundation Stage or a similar curriculum.
- Candidates should have experience of ensuring that children are healthy and safe in a setting such as a nursery, playgroup or community centre.
- Candidates should demonstrate an understanding of equalities and inclusion, preferably with some personal examples of how it can be put into practice.
- Candidates need an awareness of when outside support should be sought, preferably with experience of having involved speech therapists, health visitors or other professionals.
- Candidates need an awareness of confidentiality and how to provide it in a community or early years setting. A good candidate will be able to support this with examples.

### **Working Style and Attitude**

Willingness and ability to share issues and responsibilities with colleagues, including tasks such as nappy changing and tasks that affect the community centre, as well as the Early Years provision.

A desire to learn and improve, coupled with a commitment to making it happen and to keep abreast of childcare legislation and policy.

A positive attitude to children and families who are "hard to reach" along with ideas and preferably experience of reaching them.

Willingness to work on the days and at the times required.