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JOB DESCRIPTION

Job title: Early Years Practitioner

Hours: 14.5 term time (with possibility to extend)

Responsible to: Senior Management (Management Committee and Manager)

Purpose:

To implement high quality early years practice and provision to support all children to reach their full potential, particularly in the prime areas of learning and development across all centre services

Principal accountabilities:

1. To take joint responsibility for promoting and safeguarding the welfare of children in your care.
2. To make all parents, children and visitors feel welcome and at ease and to recognise and value working closely with parents and children together.
3. Through hands-on practice under the direction of the lead practitioner and senior workers, contribute to the development and maintenance of developmentally appropriate, child-centred, play-based provision for young children, which provides the nurturing environment needed to promote children's emotional stability, independence, autonomy and creativity.
4. Contribute and assist in fostering positive relationships and close working links with the range of professionals in order to promote access to wider integrated services for all families and children and support a multi-disciplinary team around the child and family approach. This may include participating in Team around the Child (TAC) meetings where appropriate, with the support of the setting's Senco.
5. Develop and maintain a partnership with a parent that values their contributions and involves them in their child's education, including support for the home learning environment

and for ensuring smooth transitions and continuity for the child and parents into, within and out of the setting.

6. Act as a key person for a small group of children providing each child with continuity of care throughout the child's time at the setting, in partnership with their parent/carers:

a) Develop a loving and secure relationship with each key child.

b) Help each key child to become familiar with and confident in the setting.

c) Build trusted relationships with each key child's parents, ensuring there are regular opportunities to share information on the child's development at home and in the setting.

e) Support each key child's individual learning journal through on-going observation, assessment and planning in partnership with parents/carers and other colleagues

f) Complete reviews of the key child in partnership with parents/carers and multi-agency colleagues as appropriate.

7. To keep accurate and regular records of your work and adhere to confidentiality, child protection, information sharing and monitoring procedures and protocols.

8. Develop and maintain appropriate positive behaviour strategies with children.

9. To prioritise the security of the children and the health and safety of the centre including hygiene, first aid and fire safety.

10. To attend meetings and training as required.

11. To work flexibly and to undertake any other duties required in line with the needs of the setting.

13. To ensure you have an understanding and comply with procedures to promote the safeguarding the welfare of children and vulnerable adults.

14. To comply with the setting's Equal Opportunities Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community. This includes ensuring that the setting is inclusive and responsive to special needs.

15. To comply with the setting's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

16. Willingness to receive training, advice and constructive feedback in regular supervision sessions and actively contribute to your self-development.