

YMCA North Tyneside

Job Description

Job Title:	Nursery Practitioner
Reporting to:	Nursery Manager / Deputy Manager/ Room Lead
Hours of work:	37.5 hours per week (Monday - Friday)
Duration of contract:	Permanent
Work Location:	YMCA Day Nursery, 7 Northumberland Place, North Shields, NE29 0AB

Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 and now has grown to become the world's largest and oldest youth movement. Now more than 175 years later YMCA is operating in 119 countries, with 64 million people reached annually around the world.

Our nursery offers children aged 0 - 5 a warm, safe and caring environment in which they can grow, learn and develop. As part of our ever-evolving nursery staff, you'll become a part of a team that is committed to ensuring all children have the best chance of reaching their potential.

Section A: Job Description

Job Purpose:

To work in throughout the nursery rooms to support the room lead, carry out planning and delivery of activities with individual or groups of children to bring about effective learning.

The role of the Nursery practitioner is to deliver the service at an appropriately high standard.

Knowledge and understanding of the EYFS

- To promote, at all times, high standards of care and education of children in accordance with statutory requirements
- To understand the principles and content of the Early Years Foundation Stage and know how to put them into practice
- To practice and promote current legal requirements, national policies and guidance on health and safety, safeguarding and the well-being of children

Effective Practice

- To deliver high quality provision within the setting

- To have high expectations of all children and have commitment to them achieving their potential
- To provide a safe, welcoming, purposeful, stimulating and encouraging environment where children feel confident and secure and are able to develop and learn
- To provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in indoor, outdoor and in out-of-setting contexts, which enable children to develop and learn
- To organise the environment inside and outside to ensure that resources and equipment are available and appropriate to meet the needs of the individual children in the group.
- To actively support the development of children's language and communication skills
- To monitor and evaluate children's learning through a range of assessment and monitoring strategies.
- To promote positive behaviour, self-control and independence through implementing our behaviour policy
- To promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting
- To maintain a safe environment and employ practices that promote children's health, safety and physical, mental and emotional well-being
- To recognise when a child is in danger or at risk of harm and know how to act to protect them
- To ensure that any identified development needs are raised with the Management team

Relationships with children

- To develop fair, respectful, trusting, supportive and constructive relationships with children, communicating sensitively and effectively with them
- To listen carefully to children, paying attention to what they say and valuing and respecting their views
- Demonstrate the positive values, attitudes and behaviour which the setting expects from children communicating and working in partnership with families and carers
- To maintain fair, respectful, trusting and constructive relationships with families and parents/carers, and communicate sensitively and effectively with them
- To work in partnership with parents / carers and other family members, to share information with them about their child's well-being, development and learning in order to improve outcomes
- To ensure that all children are treated as individuals and that this is supported through the approach to planning and requirements of the EYFS.

Teamwork and collaboration

- To work collaboratively and cooperatively with colleagues
- To assist in shaping the policies and practices of the setting and share in collective responsibility for their implementation
- To join in the work of a multi-professional team and, where appropriate, coordinate and implement agreed programmes and interventions on a day-to-day basis

- To develop and use your skills in literacy, numeracy and information and communication technology to support your work with children and for wider professional activities
- To be proactive in the continuation of your own learning to improve outcomes for children and their families
- To support the Nursery management in leading the nursery to reach an Outstanding grading with OFSTED.
- To embrace, understand and implement the mission of the nursery.

Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Equal Opportunities:

The post holder must carry out his/her duties with full regard to the setting's equal opportunities policy

Health and Safety:

- The post holder must carry out his/her duties with full regard to the settings Health and Safety procedures.
- Check premises daily ensuring a safe and secure environment for staff and children. To remove or action any potential hazards
- To ensure the health and safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g ensuring visitors have signed in and ID checks have been carried out.
- To have an understanding of all aspects of health and safety e.g risk assessment, COSHH etc

Relationships:

The post holder will liaise with the following on a daily basis:-

- Nursery Manager / Deputy Manager / Room Lead
- Nursery Staff
- Schools, local partners, stakeholders, business and other organisations who may refer children

Scope and Limits of Authority:

The post holder is free to act in the performance of day to day duties.

Any new development must be discussed with the Nursery Manager / Deputy Nursery Manager.

SECTION B: Person Specification

Nursery Practitioner	Desirable	Essential
Qualification		
Level 3 childcare qualification – NNEB, BTEC, NVQ, CACHE or similar		√
Experience		
At least 2 year post-qualifying experience in a daycare setting.	√	
Experience of working in a culturally diverse area and a commitment to equal opportunities in the workplace which creates a welcoming environment for people of all faiths and of none.		√
Skills		
Detailed knowledge and understanding of Ofsted Standards.		√
Detailed knowledge and clear understanding of the Early Years Foundation Stage.		√
Ability to plan, implement and evaluation age appropriate learning opportunities		√
Clear and demonstrable leadership skills	√	
Must be able to work effectively as a team member		√
Excellent customer care skills.		√
Ability to work flexibly to ensure that the nursery operates effectively at all times.		√
Excellent communication & interpersonal skills with the staff team		√
Excellent interpersonal skills		√
General		
Full clean driving licence	√	
Current first aid qualification		√
THE POST HOLDER MUST AGREE TO AUTHORISE AN ENHANCED DBS CHECK. THEY MUST ALSO MEET THE REQUIREMENTS OF OFSTED.		√

SECTION C: Terms and Conditions

Hours of work: 37.5 hours per week (Monday - Friday)

Paid Leave entitlement: As per contract of employment

Sick pay provision: As per contract of employment

Pension entitlement: You will be auto enrolled into the YMCA pension scheme, subject to meeting government set thresholds.

Period of notice offered and required: As per contract of employment

Conditions of appointment:

- Subject to satisfactory references, and criminal background check through the Disclosure and Barring Service (DBS).
- A requirement to training / events / courses deemed relevant and appropriate when post requires.
- The first three months of your employment will be regarded as a probation period, during which time an assessment of your performance, conduct and attendance will be made. The completion of your probationary period will, however, be subject to a formal review and you will not have completed your probationary period until that review has taken place and you have been confirmed in post.

Miscellaneous:

Outside paid employment must not take place within, overlap or interfere with YMCA contracted hours

This job description sets out the task requirements required of this post.

Along with the Staff Handbook and the letter of appointment it forms the terms and conditions of employment within the Association.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will be required to be periodically reviewed and amended, reflecting any changing of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description.

Job Description agreed on: August 2020

Post Holder signature Date
Job Title: Nursery Practitioner

Line Manager signature Date
Job Title: Nursery Manager

HR signature Date
Job Title: HR