

JOB DESCRIPTION

Job Title: Senior Early Years Care Practitioner (Under 3's Room Leader)
Responsibility Level:
Accountable To: Principal & Governing Body
Responsible To: Team Leader – Early Years Care, Vice Principal, Assistant Vice Principal or Assistant Principal

Senior Early Years Care Practitioner (Under 3's Room Leader)

The Senior Early Years Care Practitioner will work as a key Person for the daily needs of children between the ages of 0-3 within the nursery and in addition give support to the management in the day to day running of the Nursery.

GENERAL RESPONSIBILITIES

- To provide a warm, safe and secure environment where babies and young children are encouraged to build strong secondary attachments with their key person and other practitioners.
- To ensure that high standards of hygiene and care of each child are met throughout the day and frequent nappy changes are evidenced clearly and appropriately.
- To maintain a stimulating environment full of learning opportunities both indoors and outdoors to encourage children to sustain good health and wellbeing.
- To provide activities for babies and young children to develop good language/ communication skills and social interaction with practitioners and their peers.

MAIN DUTIES (see also *Qualified Nursery Practitioner Job Description*)

1. To be responsible for the supervision of students, identifying their learning needs and advising key staff accordingly.
2. In conjunction with the Curriculum Leader, to formulate, operate, maintain and evaluate programme of activities, following the Welfare Requirements of the Early Years Foundation Stage, that is age appropriate.
3. To be responsible for the day to day management of the base room facilitating good practice by the staff team in all areas.
4. To prepare and maintain children's records and prepare reviews for parents in conjunction with Curriculum Leader.
5. To foresee the needs of all children and give physical, emotional, intellectual guidance as appropriate.
6. To be pro-active in establishing and maintaining a good staff team.
7. To be pro-active in promoting anti-bias practice in all areas of the Nursery.
8. To work alongside parents/main carers/ outside agencies in order to identify the physical, emotional, intellectual and developmental needs of children with Special Educational Needs, and offer appropriate support and relevant / achievable development opportunities to ensure all children meet their full potential.
9. To liaise with and support all parents / main carers and other family members.
10. To liaise with Local Authority and other Outside Agencies / Professionals as appropriate.
11. To attend regular staff meetings and training sessions outside working hours.



12. To undertake certain domestic duties within the Nursery i.e. preparation of snacks, cleaning/maintaining equipment.
13. To work alongside Team Manager and Staff Team to ensure that the philosophy behind the Nursery is fulfilled.
14. To undertake other duties as may be requested from time to time by the Team Leader.