

Leechpool Caterpillar Nursery
& After-School Club



'A happy place to grow and learn'

Job Description & Person Specification
Qualified Early Years Practitioner and bank staff

To assist the Manager/Deputy in the day to day running of the nursery, providing a stimulating and varied programme of play and learning opportunities and ensuring the safety and well-being of the children. To work as part of a staff team.

MAIN DUTIES:

- ☐ To understand and work to the Early Years Foundation Stage (EYFS)
- ☐ To plan with colleagues and under the guidance of the nursery leadership team, an appropriate play-based EYFS curriculum which is based on children's current interests and which allows children opportunities for development in all key areas of learning both indoors and outdoors.
- ☐ Act as a key person to a group of children. To make regular observations of children learning through play, recording their progress, and sharing information with parents, as agreed with the Manager.
- ☐ To attend planning meetings as requested and to monitor children's progress and planning for their development.
- ☐ To be responsible to the nursery Manager or her/his Deputy in the Manager's absence
- ☐ To ensure that any information received concerning the children is kept confidential
- ☐ To report and discuss with the Manager any observations or personal insight appropriate to a child's welfare and development,

NURSERY SESSION MANAGEMENT:

- ☐ To help set up appropriate equipment and material before children arrive both indoors and outdoors and tidy away at the end of the session.
- ☐ To work as part of the staff team to ensure that all activities, equipment and other resources are presented attractively.

- ☐ To play a part in keeping appropriate records.
- ☐ Work as part of the staff team to ensure children are properly supervised at all times.
- ☐ To work as part of the staff team to ensure all health, hygiene and safety issues are addressed.

WORKING WITH PARENTS AND PROFESSIONALS:

- ☐ To communicate and share information with parents in a positive, sensitive and constructive manner.
- ☐ To work in partnership with a range of professionals that may visit the nursery

GENERAL:

- ☐ To play an active part in implementing the nursery Equal Opportunities policy and welcome children and families from all cultures, family groups and circumstances and with or without special needs.
- ☐ To actively challenge discrimination of all kinds.
- ☐ To ensure you are familiar with all the nursery policies and put them into practice.
- ☐ To work closely with parents and carers, encouraging parents to be involved in their child's learning.
- ☐ To continually evaluate and reflect on your own practice, keeping up-to-date with the latest ideas and developments in the Early Years field, through reading and attending regular training as agreed with the Manager and Management Committee.
- ☐ To work within the ethos of Caterpillar nursery at all times.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Manager.
