



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Early Years Practitioner

**Job Number:**

**Directorate:** People

**Post Number:** TBC

**Service:** Schools

**Grade:** G3

**Location:** Phoenix Nursery - Charter Primary School

**Job Purpose:**

To provide a caring and stimulating environment for all children within the nursery. To support the nursery in delivering the Early Years Foundation Stage for all children and your allocated key worker group.

**Duties and Responsibilities**

To assist in providing and creating a stimulating and attractive environment so all children are interested and stimulated to learn.

To recognise the individual needs of the children and work with them in group or one to one activities; encouraging their stages of development.

To provide planned and interesting small group activities for your allocated key worker group so you meet each child's individual needs.

Maintain good communicational links with parents/carers of children in your allocated key group so parents/carers are fully aware of their child's levels of development.

Provide general care and welfare for the children, including:

- Physical care and attention for personal needs.
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent/guardian collects the sick child, employees must not administer First Aid, unless qualified to do so.
- Providing comfort and support to children in distress.

Ensure as far as is reasonable, the provisions of a safe, secure and healthy environment for children.

Maintain records for children in your allocated key worker group and plan activities according to each child's individual needs and interests.

Participate in initiatives/developments within the nursery.

Undertake duties in the spirit on the nursery's Equal Opportunities Policy.

Any other duties and responsibilities within the range of the salary grade.

---

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.



Coventry City Council

## Person Specification

<b>Job Title:</b>	Early Years Practitioner	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	TBC
<b>Service:</b>	Schools	<b>Grade:</b>	G3
<b>Location:</b>	Phoenix Nursery - Charter Primary School		

Area	Description	Criteria will be measured by:
------	-------------	-------------------------------

<b>Knowledge:</b>	Knowledge of early years/early education work.	Essential
	Knowledge and understanding of childcare policies, procedures and legislation	Essential

<b>Skills and Abilities:</b>	Good written and oral skills and be able to communicate at all levels.	Essential
	Excellent organisational skills	Essential
	Excellent time keeping	Essential
	Basic Numeracy and literacy skills.	Essential
	Able/willing to undertake a pattern of hours as determined by the school.	Essential
	Ability to explain tasks simply and clearly and to follow instructions.	Essential

<b>Experience:</b>	Experience working with children	Essential

<b>Educational:</b>	Ability to work towards an appropriate Level 3 Qualification.	Essential

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>	
	<ul style="list-style-type: none"> <li>This Authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</li> </ul>	

**Date Reviewed:**

**Updated:**