

THE NORTHERN COLLEGE

JOB DESCRIPTION

EARLY YEARS PRACTITIONER

Summary of Responsibilities

To be responsible to the Principal under the line management of the Children's Services Manager for providing a diverse collection of childcare services, which make provision for children of a variety of ages during weekdays, evenings and weekends.

Main Duties

- 1 To assist the Children's Services Manager in the daily running of the centre and the maintenance of a stimulating and educational atmosphere for children.
- 2 To provide and prepare safe, creative appropriate play opportunities of a high quality – whilst maintaining a good standard of care in a safe environment. This includes working with children on floor activities such as carpet time/story time with the younger age groups. You will also be involved in facilitating walks around the grounds with children of certain age groups.
- 3 To serve pre-ordered meals to children in the dining area; ensure children are safely seated in appropriate high chairs (lifting them in and out); clean and clear away after lunch/snack times; and maintain expected levels of hygiene.
- 4 To carry out duties in relation to nappy changing on a regular basis and facilitating sleep times/lifting into cots/day beds.
- 5 To liaise/ work with colleagues and undertake effective planning and record keeping.
- 6 To liaise with parents and other staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
- 7 To undertake basic administration tasks as required for the Children Centre.
- 8 To contribute to high standards of hygiene and cleanliness of play activities.
- 9 To set up and clear away resources (both indoor and outdoor) which includes moving and/or lifting equipment and ensuring relevant outdoor equipment is securely locked away at the end of the day.
- 10 To undertake any training and development deemed relevant to the post.
- 11 To undertake duties and responsibilities in full accordance with the College's 'Health & Safety' policy and procedures.
- 12 To work to promote and support the College's policies and procedures with particular reference to the safeguarding of children and vulnerable adults.

- 13 Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date: