

ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Role Profile Form Number: 02324

1. **DEPARTMENT:**
Children's Services
2. **SECTION:**
Early Education & Childcare Unit/Schools
3. **GROUP/SPECIALISM**
Children's Centre/Nursery/Early Years Centre
4. **ROLE TITLE IN FULL :**
Early Years Practitioner
5. **SAP ROLE TITLE**
Early Years Practitioner
6. **NEW ROLE PROFILE**
DATE OF AMENDMENT
17 April 2007 29th October 2007
7. **REPORTS TO**
Centre manager/Coordinator Nursery Manager/ Deputy Nursery Manager / Senior Early Years Practitioner / Class Teacher
8. **ROLE PURPOSE :**
To provide a high standard of early years provision that meets the needs of both parents and children within a stimulating and friendly environment that is physically and emotionally secure, in accordance with County Council policies and practice.

9. ORGANISATION

Centre Manager/Coordinator
Deputy Manager OR Head/Deputy Headteacher

Nursery Manager	Nursery Manager
Senior Early Years Practitioner/Deputy	Senior Early Years Practitioner/Deputy
Early Years Practitioner	Early Years Practitioner
OR	

Headteacher/Deputy Headteacher
Year Group Leader
Class Teacher
Early Years Practitioner

10. Accountabilities

Service Delivery (35%)

- As a key worker to a group of children or a family , to observe, monitor review and record the development of their needs
- To support parents in attending to the developmental needs of their children and to foster confidence , , self esteem and independence
- To accompany children and families out of the centre on activity visits e.g. shopping, park, library and act in loco parentis, in the absence of parents.
- To assist with the planning and implementation of a curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child and their parents are met.
- Monitor and evaluate the suitability of the curriculum to foster the child's development.
- In a family group environment, take the lead in planning and delivery of planned activities

Liaison with Parents (35%)

- To maintain good working relationships with parents, including making home visits with other staff and /or professionals to build an understanding of individual needs.
- To work in partnership with parents to ensure the , progress and well-being of their child.
- To encourage parental involvement in the child's learning and development.
- To facilitate meetings with parents/carers and professionals.

Resources (10%)

- To prepare materials and equipment at the start of each session and clear away.
- Ensure all toys, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as is practicable.
- Report any repair and maintenance work required to the fabric of the building
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Staff Management and Teamwork (10%)

- To provide advice, guidance and support to new staff, including student placements.
- To work co-operatively as part of a team and where necessary to provide cover for other nursery/centre staff.
- To attend and participate in staff meetings.

Health, Safety and Welfare (5%)

- To maintain high standards of cleanliness and hygiene for the children (including changing of clothes as required), equipment and environment
- To ensure immediate first aid and comfort to sick or injured children as a trained first aider.

Administration (5%)

- To maintain and complete all necessary records on each child/family including those as key worker to particular children and those required by Social Care and Ofsted Teams.

Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability

- To ensure the health, safety and welfare of all users of the nursery/centre
- To act in accordance with national policy and current legislation relating to nurseries and those issued by HCC.

11. Key Decision Making Areas in the Role

- Development of individual - pupils - assess progress and refer concerns to a senior member of staff
- Resources - identify and withdraw potentially dangerous toys and equipment and report to a senior member of staff
- First Aid - take remedial action ensuring a trained first aider deals with accidents

12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- No financial responsibilities
- No. of children in nursery/centre – ratio of children to adults is managed by nursery manager/centre coordinator or deputy

13. Main Contacts – external/internal customer contacts and purpose

- Children - daily
- Parents - daily
- Nursery staff/centre staff - daily to receive/share information on individual pupils
- Other agencies e.g. -liaise over records, adherence of regulations

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- Exposure to bodily fluids – nappy changing, vomit et.
- Bending, stretching and working at low levels e.g. on the floor
- Lifting, carrying children & equipment

15. Role requirements for operational effectiveness.

- Experience of working with the age range of children and families
- Minimum entry requirement of NVQ 2 or equivalent with a commitment to work towards an NVQ Level 3
- To be prepared to acquire and maintain a first aid certificate
- Able to use own initiative and work as part of a team
- Acquire and maintain a current first aid certificate
- Understanding of local policies and procedures relating to the operating of the nursery/centre
- Able to identify an individual child/family needs and foster development, independence, self esteem and self reliance
- Taking responsibility for organising and running activity visits
- Undertaking home visits with parents to discuss their child's needs, as appropriate
- Conduct a review of a child's development and liaise with parents, without the involvement of a senior member of staff
- Act as a mentor of a new member of staff, student placement

16. Context/Additional Information

- Working with very young children and their families – emotionally and physically challenging