

**JOB FAMILIES ~ Early Years Nursery Worker**  
**Level descriptor – Level 4 (JG4)**

<p><b>Role purpose:</b>          To actively contribute and support high quality care and education to children aged 0-5 years attending the nursery, ensuring developmental needs are met. Working positively in partnership with parents/carers whilst creating a safe and nurturing environment as part of the nursery team. To take the lead in an area of learning and development across the nursery.</p>	
<p><b>Typical activities</b></p> <p>To assist with the planning of the curriculum and delivery of the Early Years Foundation Stage; providing safe, creative and inclusive opportunities for children to learn and progress; organising equipment, setting up and facilitating activities.</p> <p>Under the guidance of the Room Lead to act as a Keyworker to a group of children (Approx 12 children based on 1fte), liaising closely with parents/carers to ensure needs are met and progress is made.</p> <p>To take a lead on area of the nursery provision for example health and safety or an area of learning and development across the nursery – supporting provision, experiences and knowledge.</p> <p>To be responsible for making observations of children’s learning and development and determining the most appropriate next steps.</p> <p>To ensure activities are carried out safely and responsibly in accordance with statutory requirements, informing management of concerns.</p> <p>To follow all policies and procedures and to be mindful of risk assessments throughout day to day duties.</p> <p>Contribute to the settings Quality Improvement within own practice, lead area of learning and development – ensuring evaluations are reflective and support improvement/areas to develop.</p> <p>To ensure the nursery offers the highest standards of physical and emotional care, health and safety and personal and food hygiene at all times.</p>	<p><b>Knowledge, skills &amp; experience</b></p> <p>Level 3 Childcare/Early Years qualification essential.</p> <p>Maths and English GCSE grade C or above, or equivalent.</p> <p>An ability to observe and record children’s learning and development; when required produce reports relating to this, i.e. IPP’s (individual progress plan).</p> <p>Experience of working with children aged 0-5 and their families.</p> <p>Understanding of child protection/safeguarding and how this can impact on all aspects of child development, including completion of Safeguarding course.</p> <p>Level 2 Food Handling course.</p> <p>Paediatric First Aid course.</p> <p>Reflective approach with a commitment to personal development.</p> <p>Has an understanding and awareness of relevant legislation and guidance including, but not exclusively, EYFS, Statutory guidance, SEND, Prevent Duty, relevant safeguarding documents.</p> <p>Ability to work independently using own initiative.</p> <p>Ability to work effectively as part of a dynamic team.</p> <p>Ability to demonstrate and promote outstanding practice in line with the nursery’s ethos.</p>

<p>To interact daily with children to provide stimulating activities to promote all areas of learning, nurturing children’s holistic needs through equality of opportunities. To work as part of a wider multi-disciplinary team (i.e. other professionals and agencies involved with the child/family).</p> <p>To attend staff meetings, CPD, family/nursery events outside of normal working hours.</p> <p>To be committed to continuous professional development, attending mandatory training and other courses to enhance knowledge and further meet the needs of children and families.</p> <p>To competently use technology i.e. computers, iPads, cameras.</p> <p>To provide, value and promote the indoor and outdoor environments.</p> <p>To actively promote and support the safeguarding of children, ensuring policies and procedures are observed at all times.</p> <p>To promote positive values, attitudes (including British Values) and child behaviour, dealing promptly with conflicts and encouraging children to independently find solutions/become problem solvers.</p> <p>The work requires kneeling, bending and crouching for periods of time, lifting/holding children during planned activities, preparing snacks, cleaning and changing nappies/toileting duties.</p>	<p>To be a caring, friendly, approachable, inclusive professional with a strong enthusiasm towards working holistically with children.</p>
<p><b>Performance measures</b></p>	<p><b>Competencies</b></p>
<ul style="list-style-type: none"> <li>• Line manager assessments (1:1’s, appraisals)</li> <li>• Audits of learning diaries</li> <li>• Feedback from service users, colleagues and the leadership team</li> <li>• Observations of practise from Room Leads and Deputy Manager</li> </ul>	<p><u>Team working</u> – co-operation and flexibility, contributes positively by sharing information and supports team consensus. Reflective. Work across all 3 local authority nursery sites as needed.</p> <p><u>Outcome focused</u> – makes specific changes in work methods to improve outcomes and experiences for the service user.</p> <p><u>Problem solving and judgment</u> – confident in making decisions within guidelines.</p> <p><u>Planning and organising</u> – prioritises what is important in line with team plan service goals; putting service uses central to all work.</p>

	<u>Business awareness</u> – understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on theirs.
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**Equality and Diversity**

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

**Health and Safety**

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

**Continuous Development**

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

<b>The entering of your name and date below will be treated as your signature for declaration purposes.</b>	
Effective Date:	Issued on:
Name:	Date: