
Job Description – Early Years Practitioner

Title:	Role Title
Responsible to:	Managing Director
Start Date:	As per contract
Salary:	As per contract

1 Cosmos Kindergarten Ethos

Cosmos Kindergarten aims to provide a rich and varied learning experience within a caring atmosphere, where everyone feels happy and secure. We believe in the importance of exploration and play, and in building strong foundations for all children to grow and flourish. We believe in the importance of experiencing nature in all its aspects, and we love the outdoors.

2 Job Overview

We have a very exciting opportunity for someone to join our small nurturing and enthusiastic team of early years practitioners and teachers in our brand-new Kindergarten.

We are looking to welcome a professional enthusiastic childcare practitioner to become an Early Years Practitioner for Cosmos Kindergarten, working closely with the Manager, Deputy Manager and other team members, providing hands on day-to-day care for the children.

The successful candidate will be a passionate enthusiastic dedicated practitioner looking for an exciting job with opportunities to develop their career.

We are offering a brand new beautifully refurbished working environment, happy children and a supportive and friendly team of staff, with excellent rates of pay and ongoing support and career development for this position and fully funded training and career development opportunities.

The successful candidate will meet the requirements of the person specification and will be subject to an enhanced DBS check, medical check and references.

We welcome applications regardless of age, gender, ethnicity or religion.

We are open Monday – Friday, 48 weeks of the year.

3 Safeguarding Requirement

Cosmos Kindergarten is committed to safeguarding, equality of opportunity and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

4 Key Responsibilities/Main Duties

- Share responsibility for ensuring the day to day running of the Kindergarten, providing a safe, caring and professional environment for the children in your care.
- Fulfil legal and statutory requirements, reporting to the management of the nursery.
- Ensure the Kindergarten is organised to fulfil the requirements of the specific age group within the Kindergarten guidelines and policies.
- Support the Kindergarten management team to evidence high level practice of the Kindergarten.
- Provide and maintain close supervision of all children in your care, including meals and care routines.
- Provide a safe and stimulating environment within the established guidelines of the Kindergarten.
- Work within the team in planning the curriculum that encourages the development of each child through the delivery of the Early Years Foundation Stage.
- Effectively manage resources to respond to children's individual interests.
- Act as a key worker to a small group of children, liaising closely with their parents/carers and ensuring each child's needs are recognised and met.
- Plan and implement effective displays of children's work.
- Be committed to developing and maintaining a multicultural, anti-racist, non-sexist environment, respecting the children's differences.
- Maintain close liaison with parents of each child in your care, including consultations.

5 The Person - Skills and Requirements

5.1 Essential

- Hold a recognised Early Years qualification or working towards
- A working knowledge of the EYFS and how to implement it and record children's progress.
- Excellent interpersonal skills.
- Be motivated, enthusiastic and able to work independently using their initiative once fully inducted by the Kindergarten Manager.
- Work as a team, sharing jobs and helping other team members.
- Able to plan exciting activities with support where appropriate that support and extend the children's learning.

5.2 Desirable

- Paediatric first aid qualification
- Hold an enhanced DBS
- Experience of SEND



5.3 General

- To maintain a flexible approach to the work of the Kindergarten in response to the needs of the children, families and staff.
- To carry out all responsibilities and duties of the post in accordance with the Kindergarten’s Equal Opportunities Policy, fostering an inclusive culture and environment.
- To promote equal opportunities, ensuring individual children’s needs and circumstances are known and met through the care and education provided.
- To be fully aware of Cosmos Kindergarten’s policies and procedures, ensuring that they are followed, implemented, monitored and reviewed by all staff, and that all accidents and incidents are recorded as outlined.
- To adhere to Cosmos Kindergarten’s policy and procedure on confidentiality.
- Ensure that Cosmos Kindergarten’s values, aims and ethos are fulfilled.
- To promote the high standards of the Kindergarten at all times to parents, staff and visitors.
- To be flexible and adaptable to undertake other duties within the scope of the post as required.

You will be consulted about any proposed changes during your progress development discussions. Please note that the list of duties in the job description should not be regarded as exclusive or exhaustive. There may be other duties and requirements associated with your job and as a term of your employment you may be required to undertake various other duties as reasonably required.

I (insert employee name).....

Formally accept the job offer of Early Years Practitioner based on the above terms.

Signed:

Date:

Applicant Name:

Signed:

Date:

Employer name:

On behalf of

Kinder Harmony Ltd