Early Years Childcare Practitioner Job Description

Main Duties:

- Looking after all the needs of your key children in the room and others key children.
- Working with parents and other professionals
- Carrying out tasks and activities as directed by the Room Leader or Deputy Room Leader
- Attending termly room meetings
- Interacting with the children and using their interests to motivate them both on a 1:1 basis, small group, or whole group. Including reading stories, playing games, singing songs, counting
- Sign children in and out of the setting
- Carry out Wellcomm interventions.
- Carry out weekly/daily risk assessments.
- Cleaning and sorting the toys and keeping the room tidy.
- Carrying out School runs
- Supporting children at snack and mealtimes, feeding babies bottles, support using a spoon and encouraging healthy food choices (make self, aware of allergies/intolerances).
- Support children with self-care routines i.e. Changing nappies, toilet training, washing hands, supervising children who are able to tend to their own toileting needs, changing soiled or dirty clothing, settling children to sleep and making sure children have their comforters.
- Contribute to weekly planning by sharing key children's next steps and a suitable activity to support these, considering the interests and motivators for each child.
- Uploading photos, accidents, and pre-existing injuries to Baby's Days.
- Make props / resources for the room when required.
- Taking children out on trips to the local area
- Keep key children's progress record up to date and work with the Room Leader or Deputy to update termly progress trackers.
- Carry out progress phone calls and face to face parent consultations.
- Update the weekly parent information board.
- Provide handovers to parents that are child specific giving them individual feedback.
- Setting up the room / activities and tidy away when complete
- Using your initiative and ask if you need something to do!
- Administer basic first aid treatment (Once first aid training has been undertaken) and lifesaving first aid treatment in an emergency.
- Put up displays to showcase the children's learning.
- Work as part of a team, ensuring that the settings policies and procedures are being followed.
- Report safeguarding concerns regarding staff or children as soon as reasonably possible, at a minimum before the end of your shift.
- Carrying out statutory yearly safeguarding training
- Complete file notes and Parent communication forms when required.

Expectations

- To undertake other duties and responsibilities determined by the Manager, in consultation with yourself.
- To undertake any training, in relation to the duties of your post, including termly room meetings, Parent evenings, etc.

Qualifications and Experience

- Level 2/3 or above qualification in Childcare or a willingness to train (Desirable)
- At least 2 years' experience with children 0 to 5 years old(Desirable)
- Paediatric First Aid or a willingness to train (Essential)
- Food Hygiene Level 2 or a willingness to train (Essential)