



UNIVERSITY of
BRADFORD

Early Years Practitioner

Nursery

People And Campus Services



Job Description and Person Specification

Job Title:	Early Years Practitioner
Grade:	3
Vacancy Reference:	
Faculty / Directorate:	Directorate of People & Campus Services
Service / Department:	Campus Services
Location:	Nursery
Reports to:	Nursery Manager
Responsible for:	Trainee Practitioners, students, volunteers, children (birth to 12) and parent/carers

Main Purpose

- To contribute to the effective delivery of a service compatible with good practice whilst adhering to the policies and procedures of the setting, the University of Bradford, Bradford Early Years and the Care Inspectorate (Ofsted).
- As an experienced member of the team support and encourage the trainee early years practitioners, work experience and placement students demonstrating professional values and behaviours.
- Be an active team member participating in team meetings and undertaking training as required.
- Promote equality and be aware of diversity ensuring that every individual experiences a supportive and caring ethos. Be committed to work in an environment which promotes social inclusion.

Main Duties and Responsibilities

1. Deliver a stimulating and attractive environment through a diverse range of resources, equipment, activities and displays which encourage the children to be independent, self-motivated, and respectful with an eagerness to learn.
2. Delivery of the statutory Early Years Foundation Stage framework with guidance when required from the management team to enhance the children's learning and development in all areas.

3. Support the implementation of the statutory Early Years Foundation Stage framework by providing accurate assessments of the children and sharing ideas to inform the weekly planning and the children's summaries.
4. Record effective and accurate observations to reflect children's interests, additional needs and learning and development in line with the statutory Early Years Foundation Stage framework; use to inform the learning picture and two year old summary. Build a profile of evidence to share with parents/carers and provide appropriate learning experiences through the weekly planning.
5. Take responsibility for the administration of medicines and first aid, supervise and support others in this area to ensure the appropriate procedures are followed.
6. Routinely meet with parent/carers to discuss the progress of the children. Dealing with straightforward requests for information, dealing with queries and referring complaints or queries to the management team.
7. Seek support and guidance to facilitate the learning and development of the children in your care, collaborating with the appropriate individual or agency and ensuring recommendations are implemented.
8. Resolve day-to-day problems seeking support from the area leader or management team where appropriate.
9. Set a good example to the children, families, team members and visitors through the use of good manners, clear use of the English language and respectable behaviour to reflect fundamental British values (Ofsted).
10. Monitor work experience and placement students, provide assistance towards their learning and give feedback on their performance. Work under the guidance of the setting student mentor.
11. Contribute to the high standard of hygiene in relation to self, children, equipment and surroundings. Undertake daily cleaning duties, equipment and resource checks making sure the environment is safe, secure and hygienic.
12. Take a responsible approach to general health and safety principles within the Nursery environment. Ensure relevant risk assessments are followed and where necessary support the development of new ones.
13. Take responsibility for ensuring that your DBS is updated and inform the management team of any circumstances which may impact on your suitability to work with children or affect your DBS.
14. Ensure you make the named safeguarding officer or Nursery Manager aware of any issues, concerns or problems in relation to an individual's well-being.
15. Under the direction of the management team develop personal and professional skills that support the children's well-being and learning and development, having full regard to their needs.

16. Be responsible for your development needs, maintain, review and update your continuous professional development (CPD) record to reflect training undertaken. Keep your professional knowledge up to date in relation to current initiatives and legislation.
17. At times you will be required to undertake routine administration tasks such as taking registers, photocopying and printing as well as taking when required.
18. Treat all matters relating to the Nursery provision with the strictest confidence. Be aware of the General Data Protection Regulation (GDPR) 2018 and your responsibility in relation to this.

There is a requirement to work flexibly to cover the staffing requirements of the setting including open day events. Changes to shifts may at times be made at short notice. Occasionally out of hours work will be necessary (including weekends).

An Enhanced DBS Disclosure check will be carried out before appointment

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

University of Bradford

Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

Information Governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

Criminal Record Disclosures and Working with Vulnerable Groups

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

University Policies and Procedures

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

Post Specification

Early Years Practitioner

Nursery

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Cache III or EYE or equivalent	<ul style="list-style-type: none">• GCSE Maths and English or equivalent grade C or above• Food Hygiene certificate• Paediatric First Aid certificate• Safeguarding training• SENCO Training
Experience, Skills and Knowledge	<ul style="list-style-type: none">• Relevant post qualifying experience in a nursery environment (e.g.) nursery school, private nursery or other similar under 5's setting.• Relevant safeguarding experience	<ul style="list-style-type: none">• Experience working with adults and children in a multi-cultural environment
Job Specific Requirements (please delete this section if not applicable)	<ul style="list-style-type: none">• Knowledge and understanding of Development Matters in the Early Years Foundation Stage (EYFS) and current legislation.	<ul style="list-style-type: none">• Knowledge of differing social and cultural backgrounds• A working knowledge of Ofsted's standards• Every Child's a Talker (ECaT) knowledge

	Essential	Desirable
	<ul style="list-style-type: none"> • An ability to plan and organise activities and equipment suitable for individual children’s learning needs. • Ability to adhere to the policies and procedures of the setting. • An ability to amalgamate all information collected through observations upon the relevant learning and development summary sheet and use this information to build a well organised profile. • Understanding of risk assessments and the importance of Health and Safety requirements. • Ability to work effectively within a diverse team which provides a positive ethos 	<ul style="list-style-type: none"> • Ability to train less experienced workers, and support work experience students on placements and volunteer helpers
Personal Attributes	<ul style="list-style-type: none"> • Good timekeeping vital (arriving & departing) • Honest, reliable and non-judgmental • Understanding of the University’s commitment to Equality and Diversity • Able to communicate effectively and confidently at all levels 	<ul style="list-style-type: none"> • Able to work independently as well as with others