

Job Description

Early Years Practitioner

People, Culture & Wellbeing

Nursery



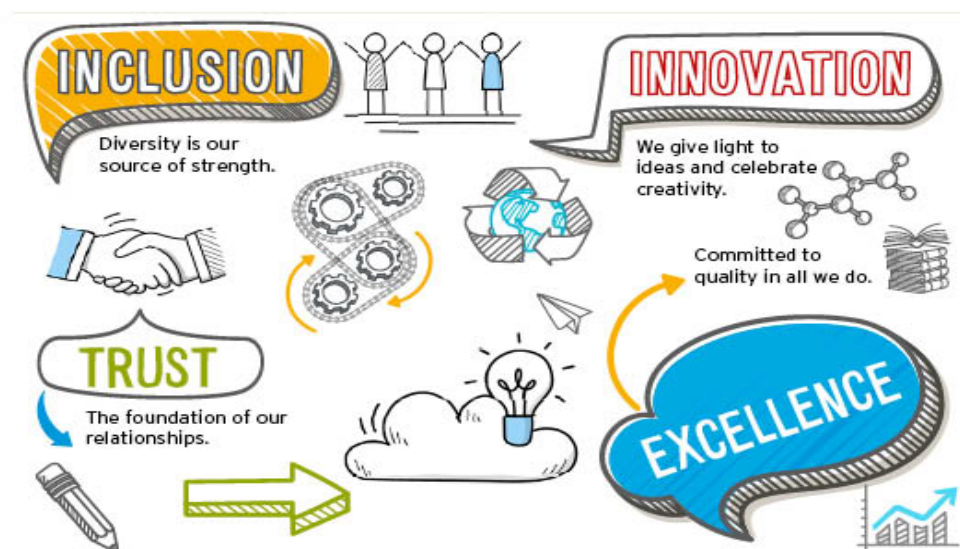
Brief summary of the role

Role title:	Early Years Practitioner
Grade:	2
Faculty or Directorate:	People Culture and Wellbeing
Service or Department:	Nursery
Location:	City Campus
Reports to:	Nursery Manager, with day-to-day direction and supervision provided by the delegated Nursery Room Leader (or by a Senior Early Years Practitioner in the absence of an Room Leader)
Responsible for:	Supporting the wellbeing and development of children aged 0-5 years

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

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 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.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues 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.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

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.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

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.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

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.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• English GCSE (Grade C/Level 2 or above) or equivalent
Desirable	<ul style="list-style-type: none">• A full and relevant Level 2 or 3 Early Years Qualification (as defined by the Department for Education)• Paediatric First Aid Certificate• Food Hygiene Certificate• Safeguarding training relevant to early years practice

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Knowledge of safeguarding practice within an early years setting, with an understanding of safeguarding responsibilities and the ability to act appropriately• Good literacy and communication skills in English• Knowledge of IT with the ability to use systems such as Microsoft Word and be able to use devices such
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as a computer desktop, keyboard, iPad or a tablet.

- Experience of working with children aged birth to five years
- Awareness of the Statutory Early Years Foundation Stage (EYFS) Framework
- Awareness of observation, recording and evaluation procedures
- Ability to communicate confidently, professionally and effectively with colleagues, parents and carers
- Experience of working effectively as part of a team
- An understanding of equal opportunities and its application in the workplace
- Knowledge of administering basic first aid
- Understanding of health and safety requirements
- Knowledge of diverse social and cultural backgrounds
- An understanding of diversity and inclusion in the workplace
- Eagerness to learn and develop professionally
- A co-operative and flexible attitude
- To be approachable and sensitive to individual needs
- Excellent timekeeping and flexibility

Desirable	<ul style="list-style-type: none"> • Experience of working with adults and children in a multi-cultural environment • Knowledge of Special Educational Needs and Disabilities (SEND) and how these may affect children's learning and development
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Main purpose of the role

To contribute to the provision of a service compatible with good early years practice in the education and care of children. You will work under the direction and supervision of the Room Leader, or in their absence, a Senior Early Years Practitioner and the Management Team. Your work will be carried out within the policies and systems laid down by the University of Bradford, University of Bradford Nursery, Bradford Early Years and the Care Inspectorate (Ofsted).

To provide a safe and stimulating environment which supports children towards achieving their full potential. Act as a key person for a group of children, supporting their care, learning and development needs through the implementation of the EYFS framework and nursery curriculum.

Be an active team member, participating in team meetings and undertaking training as required. Promote equality and value diversity, ensuring that every individual experiences a supportive and caring ethos. Demonstrate a commitment to working in an environment which promotes social inclusion.

Main duties and responsibilities

1. Under the direction of the Room Leader, or in their absence, a Senior Early Years Practitioner and Management team, develop personal and professional skills to support the children's wellbeing, learning and development, having full regard to their needs.
2. Under the supervision and guidance of the Room Leader, or in their absence, a Senior Early Years Practitioner and Management team, meet with parents and carers, discussing the progress of the children, responding to simple requests and referring any concerns or queries to the Management Team.
3. Under the supervision and guidance of the Room Leader, or in their absence, a Senior Early Years Practitioner and Management team, assist with the delivery of a stimulating and attractive environment that provides a diverse range of experiences to encourage independence, self-motivation and an eagerness to learn.
4. Assist in the delivery of the Statutory Early Years Foundation Stage Framework and the nursery curriculum, under the direction and guidance of the Room Leader or in their absence, a Senior Early Years Practitioner and Management Team, to enhance the children's learning and development in all areas. Undertake observations and assessments of children's progress as directed by the nursery management team, contributing to planning and supporting children's next steps.

5. Act as a key person, and/or back-up key person, for a group of children, supporting their care, development, and progress in partnership with parents and carers, in line with EYFS requirements. Support the planning and delivery of activities that reflect children's next steps and the developmental needs of the wider cohort.
6. Observe more experienced colleagues in their roles and develop the skills and knowledge required to perform effectively in all areas of practice.
7. Demonstrate an open-minded and non-judgemental approach throughout your work ethic and performance.
8. Maintain a high standard of hygiene in relation to yourself, children, equipment and surroundings. Ensure relevant risk assessments are followed and undertake daily cleaning duties. In the absence of the midday cleaner, staff may also be required to carry out midday bathroom cleaning in accordance with hygiene and safety procedures.
9. In the absence of the nursery cook, assist with kitchen duties, including the preparation and cooking of food for the children, in accordance with food hygiene and safety guidelines.
10. Be prepared to work flexibly to cover the staffing requirements of the setting and be aware that changes to shifts may sometimes be made at short notice. Occasionally out of hours work may be necessary (including weekends.)
11. Attend and contribute to staff meetings, training and events to improve your skills and knowledge and to develop a positive attitude that enhances best practice.
12. Always set a good example to the children through the use of good manners, clear use of the English language and respectful behaviour that reflects the promotion of the Fundamental British Values.
13. Take responsibility for ensuring that your DBS is updated and inform the Management Team of any circumstances that may impact your suitability to work with children or affect your DBS.
14. Ensure that the Designated Safeguarding Lead or Nursery Manager is made aware of any issues, concerns or problems in relation to an individual's health, safety or wellbeing.
15. Report any concerns about a child's development, behaviour, or progress to the SENCO, in line with the setting's policies and procedures.
16. Continuously improve your professional skills, undertake essential training and development and utilise your interests and strengths to support practice. Maintain,

review and update your Continuous Professional Development (CPD) record to reflect training undertaken and development needs. Remain aware of current initiatives, legislation and key developments in early years.

17. Undertake routine administration tasks such as taking registers, photocopying, printing, answering the telephone and taking messages.
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 responsibilities in relation to this.
19. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)
20. 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.