**BOLTON CHILDREN’S OPPORTUNITY GROUP**

**JOB DESCRIPTION**

**JOB TITLE: EARLY YEARS PRACTITIONER COG**

**RESPONSIBLE TO: NURSERY MANAGER (DEPUTY MANAGER)**

**JOB PURPOSE:**

* To contribute to a high standard of physical, emotional, social and intellectual care and education for children in the nursery.

**MAIN DUTIES:**

1. To contribute to a programme of activities suitable to the ages and stages of development of the children in the nursery, in conjunction with other staff.
2. To implement and monitor a structured plan of tasks for each child with a learning disability.
3. To be aware of children’s special educational needs and disabilities and ensure children are supported effectively.
4. To keep proper record of achievement files on children for whom you are the key person, providing reports when requested.
5. Work alongside parents of children with special educational needs and disabilities to ensure they are fully included.
6. Contribute to the effective, happy working of the nursery staff team.
7. To liaise with other staff members and parents/carers and other family members to ensure that COG is meeting the needs of the children.
8. To ensure that all children are cared for in a safe and stimulating environment.
9. To ensure that levels of hygiene and cleanliness of all areas of the childcare environment are maintained to a high standard.
10. To ensure and support children in maintaining a high standard of personal hygiene.
11. Work alongside the manager and staff team to ensure that the philosophy behind COG is fulfilled.
12. To report any mishap, accident, complaint or safeguarding issue to the Nursery Manager.
13. Attend courses or meetings that are deemed relevant to the work of COG and feedback when necessary.
14. Attend in-service training or staff development programmes when required.
15. To contribute to and attend his/her supervisions and staff appraisal.
16. Be familiar with and work within the policies of COG.
17. To perform any other duties as deemed necessary by the Nursery Manager or Deputy Manager.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

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**PERSON SPECIFICATION**

**Experience**

* 2 Years post qualifying experience in a day Care Setting
* Experience of working with children with disabilities aged 0-5 years

**Knowledge/Education/Training & Qualifications**

* Level 3 Early Years Education and Childcare qualification or equivalent
* Knowledge of Record Keeping and Key Person Systems
* Basic Food Hygiene Certificate (Desirable)
* Paediatric First Aid (Desirable)
* Knowledge Of Early Years Foundation Stage
* Knowledge Of Health and Safety and Risk Assessments

**Skills and Abilities**

* Ability to work as part of a professional Childcare team
* Have a positive attitude towards all children, especially those with disabilities and learning difficulties, at all times respecting their rights and personal dignity.
* Ability to communicate confidently with a wide range of people
* Good organisational skills
* To be able to feed back information verbally and in the form of written reports
* To be able to understand and meet the needs of individual children and families
* A clear understanding of the importance of confidentiality
* Ability to provide a stimulating, caring and consistent environment for young children
* An understanding of children's needs and behaviour
* Have the ability to help children respect people of different race, ability, gender, religion and culture
* To be flexible with regard to working hours
* Have the ability to form caring and trusting relationships with the children and their families

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a background check by the Disclosure and Barring Service. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.