



## Early Years Practitioner (Nursery and Pre-School)

### Purpose of the Role

The Early Years Practitioner is responsible for supporting the delivery of high-quality care and education for children in the Nursery and Pre-School at Hunter Hall.

Working as part of a team, the role involves creating a safe, nurturing, and stimulating environment in line with the Early Years Foundation Stage (EYFS), supporting children's development, and contributing to the smooth day-to-day running of the setting.

### Key Responsibilities

#### Curriculum & Learning

- Support the implementation of a broad, balanced, and engaging EYFS curriculum.
- Contribute to the implementation of a curriculum that makes purposeful use of Hunter Hall's outdoor environment, supporting children's exploration, wellbeing and learning through regular outdoor and woodland experiences.
- Contribute to short-term and sessional planning, ensuring activities are developmentally appropriate and inclusive.
- Provide a high standard of care and education, supporting children's learning through play-based experiences.
- Deliver a balance of child-initiated and adult-led activities.
- Observe children's interests and development, adapting provision to meet individual needs.
- Create a stimulating and well-organised learning environment, both indoors and outdoors.

#### Assessment & Monitoring

- Carry out regular observations of children's learning and development.
- Contribute to accurate and up-to-date records of children's progress in line with EYFS requirements.

- Use assessment tools (e.g. Evidence Me) to record observations and share learning with parents.
- Support the identification of next steps in learning and contribute to planning accordingly.
- Work with colleagues to monitor children's progress and raise any concerns.

### Key Person Responsibilities

- Act as a key person for a group of children, building strong, secure relationships.
- Ensure each child's individual needs are met and that they feel safe, valued, and supported.
- Maintain regular communication with parents and carers, sharing information about their child's development and wellbeing.
- Support children through transitions within the setting.

### Teamwork & Professional Practice

- Work collaboratively as part of the Nursery and Pre-School team.
- Follow the direction of the Head of Nursery and Pre-School and contribute positively to team meetings and briefings.
- Maintain high standards of professional conduct and act as a positive role model.
- Engage in ongoing professional development and attend training as required.
- Contribute to a positive, supportive, and inclusive working environment.

### Safeguarding & Inclusion

- Safeguard and promote the welfare of all children at all times.
- Follow all safeguarding policies and procedures, reporting concerns promptly.
- Support inclusive practice and work with colleagues to meet the needs of children with additional needs.
- Maintain confidentiality regarding children, families, and staff.

### Parent & Community Engagement

- Build positive relationships with parents and carers through daily communication.
- Share information about children's learning, achievements, and wellbeing.
- Support events such as parent consultations, open days, and settling-in sessions.

### Health & Safety

- Maintain a safe, clean, and secure environment for children.
- Carry out daily checks of the learning environment and resources.
- Follow health and safety procedures, including risk assessments and hygiene practices.

- Ensure accurate recording of accidents, incidents, and attendance.
- Support safe and effective rest and sleep routines in line with nursery procedures

### Administration & Operations

- Support the day-to-day organisation of the setting.
- Assist with preparing and maintaining resources and learning environments.
- Follow all policies and procedures in line with statutory requirements.
- Contribute to the smooth running of routines throughout the day.
- Support holiday provision and work flexibly to contribute to the smooth running of year-round provision, as required.