

**First Steps (Bath)**  
**Early Years Practitioner**  
**Qualified Basic Grade, Spinal Points 16 - 17**

**Job Purpose**

To plan, organise and deliver activities and create learning experiences for a group of children. To work within an anti-discriminatory and inclusive environment and support the team to facilitate the holistic development of all children, enabling them to reach their full potential.

**Job Description – main duties**

- To plan and organise activities that extend learning, actively promoting children's participation.
- To work to support the development of the children within the Birth to Three Framework or the Foundation Stage Guidance.
- To manage the children's behaviour and routines in line with the First Steps Bath policies and guidelines.
- To work within a key person system and to adhere to the community nursery guidelines on the role of the keyworker.
- To maintain objective, accurate and up to date records that identify the children's individual needs, abilities, and progress, and use these as a focus for future planning, following the special educational needs code of practice.
- To work in respectful partnership with parents, carers, and other professionals always.
- To work within the community nursery's First Steps Bath health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery.
- To work within the community nursery's First Steps Bath Safeguarding and child protection policy and procedures, inclusion policy and confidentiality policy.
- To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the community nursery environment and resources, and which contribute to the general well-being of the team.
- To participate in and contribute to regular staff meetings, appraisals and training including INSET days to improve skills and knowledge and develop a positive attitude that enhances practice.
- To maintain a high level of professionalism, both inside and outside the nursery.
- To undertake any other tasks, as requested by the management team, that are necessary for the smooth running of the nursery and the welfare of the children in its care.

**Reporting to:** Children's Services Manager

**Based at:** Any site managed by First Steps (Bath)

## **Person specification**

### **Experience:**

- experience as a parent/carers (desirable)
- experience as a worker or volunteer who has worked locally with families, parents, or carers (desirable)

### **Qualifications:**

- NVQ Level 3 care and education or equivalent
- Maths and English GCSE grades A to C / 4 to 9.

### **Skills:**

- Good communication skills
- Ability to relate well to people of all ages and abilities.
- Ability to handle information securely and confidentially.

### **Knowledge**

- Knowledge of Early Years Curriculum Guidance for the Early Years Foundation Stage
- Knowledge of the importance of safeguarding children.
- Knowledge of how to provide a safe environment for children  
And how to model good behaviour for children to follow

### **Personal Qualities**

- Commitment to working in partnership with families, in line with anti-discriminatory and inclusive practice.
- Able to respect and uphold First Steps values and to implement policies and procedures including confidentiality, safeguarding and child protection.

### **General**

- Enhanced DBS check required.

Effective date: 1<sup>st</sup> October 2007

Last Updated: 3<sup>rd</sup> September 2007 by: Karen Jarvis

Updated (Grade change) 1<sup>st</sup> April 2009

Updated (Job Title) 1<sup>st</sup> January 2018

Updated June 2019

Updated (Title and Grade change) 01/07/2021.

Reviewed May 2023