

Job Description

Early Years Practitioner

Job Description: Early Years Practitioner

Status and Hours: Full Time; 52 weeks; 40 hours per week
(excludes 30 min lunch).

Responsible to: Nursery Manager

It is expected that all Early Years Practitioners will be fully aware of and will implement the school's policies on child protection, Health and Safety and management of children's behaviour. This will require attendance at relevant inservice training.

Specific Duties and Responsibilities

- Interacting effectively and enthusiastically with children
- Motivating and supporting children's participation in learning experiences appropriate to their needs
- Promoting and valuing each individual child and supporting their care and welfare in accordance with standards set by the Care Inspectorate
- Monitoring and tracking
- Promoting equality and awareness of cultural diversity, ensuring that every child experiences a fair and friendly environment
- Providing a suitable role model for children and encouraging high standards of behaviour
- Planning, implementing and evaluating child-centred learning experiences in line with the early level of the Curriculum for Excellence and Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families
- Consulting with children and parents and carers during the planning process
- Involving children in the setting and clearing up of practical activities
- Observing and assessing children using a range of methods including skilful questioning and dialogue
- Liaising with parents on day-to-day matters concerning their children's welfare and development and offering appropriate support
- Recording observations regularly, contributing to children's profiles
- Communication with parents, formally and informally on the wellbeing and progress of children
- Reporting to Nursery Manager any observations/concerns in relation to children and their development
- Engaging in continuous professional development to keep abreast of current developments and trends as well as statutory requirements
- Taking responsibility for implementing whole school and Nursery policies
- Encouraging children to adopt good hygiene practice e.g. hand washing and tooth brushing

General Duties and responsibilities

- Working as part of a team, maintaining good communication and flexibility where required
- Making contributions at staff meetings and INSET days
- Promoting parental participation and effective partnerships with parents and the community
- Liaising with and develop positive and productive relationships with professionals from a wide range of agencies, including Health and Social Work and contribute to joint reports, review meetings or case conferences as appropriate
- Liaising with staff working at other stages to promote continuity in particular for children at points of transition
- Assessing the workplace on a daily basis and report potential hazards
- Ensuring that the indoor and outdoor play environments are safe and secure
- Ensuring that all playrooms and communal areas are kept tidy and well maintained
- Mounting and display children's work in the nursery and foyer areas
- Following infection control procedures at all times
- Assisting in the organisation management and replenishment of resources
- Contributing to the evaluation of the work of the team and participating in activities which support evaluation of the establishment's work using the National Care Standards
- Making positive contributions to the strategic and operational planning process
- Participating in staff development and review
- Participating in the training of students and/or work experience pupils
- Supporting the Christian ethos of Hamilton College
- Additional duties at the direction of the School Management

These duties are not exhaustive and additional duties may be required from time to time to ensure the safe and smooth running of the Nursery.

July 2026