



## **Holiday Club Practitioner**

**Responsible to: Nursery Manager**

### **Role Purpose**

The Holiday Club Practitioner is a key member of the team and is responsible for delivering high quality care, learning opportunities and fun/enjoyable activities for children aged up to 10 years based on their needs and interests.

- Promote positive relationships in the setting.
- Promote the health, safety and well-being of the children.
- Support the children's creativity, imagination, learning and play.
- Contribute to the effectiveness of team work.
- To be a role model and be able to showcase high quality practice with regards to individual and group work with children.
- To take responsibility alongside the Nursery Management Team for the safety, security and well-being of all children, staff and visitors at all times.
- To ensure that safeguarding procedures are followed in line with Local Authority and Company procedures.
- To embrace, understand and promote The Company and to understand the role you play as part of the team to provide high levels of care and education.

### **Performance Requirements**

- To reinforce Company policy and procedures at all times and deal with any breaches swiftly and in an appropriate manner.
- Ensure the holiday club and the Company is seen as an 'Employer of Choice' internally and externally.
- Promote equality and diversity within Holiday Club, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policy.
- To be part of a team that provides a purposeful, stimulating environment that is rich in learning opportunities, both indoors and outdoors. Activities should take into account children's abilities, interests, language and cultural backgrounds.
- To support Little Explorers' commitment to safeguarding children by following the Company's Safeguarding Children Policy & Procedures and the guidance from the Local Authority Safeguarding Children's Board (LSCB).
- To be flexible within working practice of the holiday club and be prepared to help where needed; including undertaking domestic jobs e.g. Preparation of snacks, cleaning on equipment, putting bins out etc.

# Nursery Practitioner Job Description

- To also be flexible with regards to working in different rooms as and when required to ensure effective operation of the Holiday Club
- Respond appropriately to issues regarding confidentiality.
- Work well as part of a team.
- Work with the team to ensure the smooth running of the Holiday Club.
- Maintain staff ratios in accordance with statutory regulations.

## Childcare

- To work in partnership to ensure standards are continuously being met in line with Ofsted requirements.
- Ensure that settling-in and transitions are well managed for all children, ensuring they are communicated to parents, carers and colleagues.
- Deal with any parent/carers issues or concerns in a timely manner, escalating any issues to your Line Manager as necessary.
- To support the planning and implementation of activities with individual or groups of children; promoting effective teaching and learning.
- To use professional knowledge of the individual and diverse ways that children learn and develop to meet their differing needs. To establish positive and sensitive relationships with children.
- To act as a role model and set achievable expectations.
- To promote the inclusion of all children.
- To meet the physical needs of children by encouraging good standards of personal hygiene, whilst promoting independence.
- To provide support for the children's emotional and social needs by implementing the principles for promoting positive behaviour and role modelling high standards in all aspects of their role and personal conduct.
- Have a child-centred approach to the running of the service.
- Observe and plan appropriately for the children.
- Practice positive behaviour management techniques.

## Environments

- To work alongside the Management Team to be responsible for Health & Safety Policies and Procedures at nursery.
- To support the Management Team to ensure all paperwork is completed correctly.
- Check premises daily and remove or action any potential hazards.
- To ensure the health & safety of all staff, children and visitors by ensuring policies on security and safety are adhered to at all times e.g. Ensuring visitors have signed in and ID checks have been carried out.

# Nursery Practitioner Job Description

- Raise any maintenance concerns to the Nursery Manager in due course and keep an ongoing record of this.
- Oversee that all staff develop an enabling environment that is child-led, using both indoor and outdoor spaces effectively.
- To ensure that you have an excellent understanding and have a working knowledge of all aspects of Health & Safety e.g. Risk Assessments, COSHH etc.
- To promote good hygiene practices in the nursery and maintain high standards of cleanliness.

## Sustainability

- To work in partnership with the Management Team to ensure that the holiday club is effectively marketed and that you act as an advocate for the setting.
- To offer excellent levels of customer service to all visitors.
- To work in partnership with parents and carers. To provide objective and accurate feedback to parents and carers to support the child's learning and next steps.

## General

- Abide by the Little Explorers Code of Conduct and all other Policies and Procedures at all times, maintaining a professional approach, behaviour and confidentiality at all times.
- Act as a representative of the holiday club and the Company, promoting a professional image at all times.
- To have awareness of any legislation relating to your role.
- Show a willingness to undertake additional roles to meet the needs of the holiday club, children and colleagues.
- Any other duties as required by the Nursery Manager or Deputy Nursery Manager within the scope and spirit of the role.