

# **SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION**

## **Job Description:**

**Denton Island Nursery  
Unqualified Practitioner**

**Reporting to Denton Island Nursery Deputy Manager**

**Based at Denton Island Nursery, Newhaven.**



# The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in both Newhaven and elsewhere in East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, and two charity retail shops.

There are 12 main service areas grouped under 3 broad headings:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion for people from culturally diverse communities; supporting people at risk of anti-social behaviour and hate crime; offering mental health support via affordable counselling services, befriending and support for those bereaved by or at risk of suicide, and offering access to a range of specialist advice provision through partners.

Community Development & Health – delivering targeted and general Youth provision locally; delivering a range of services around emergency and community food & food security; green and open spaces; promoting physical activity and mental health; raising the profile of communities in which we work through regular community events; offering Family Learning and Inclusion activities for parents and carers of Under 5's.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: making a difference in our community.

## The context of the job

The organisation, though fairly small in terms of staff, at approx. 95 employees, continues to grow. As a result of its size, however, SCDA expects all members of staff to demonstrate flexibility within their specified job role and offer continued support to all other team members as and when required. All staff are expected to reflect SCDA Core Values and aims in their work, and are expected to support all families to improve along SCDA's 7 pillars of change.

On an exceptional basis, the post holder will be required to work evenings and weekends, mostly for staff training, and limited overtime may be available.

## Job Purpose

The purpose of the role of Denton Island Nursery Unqualified Practitioner is to work under the guidance of qualified staff, Deputies and Nursery Manager, to ensure that the physical, emotional, social and intellectual education and care provided to children in your charge is of the highest standard.

# Main Tasks

## Physical care

- To support qualified staff during play and meal times
- To wash and change children as required and generally to provide thoughtful and affectionate child care at all times
- To assist in the child's development of self-help skills such as washing, toileting, dressing and feeding where applicable.

## Activities

- To support in the planning and implementing appropriate programmes of activities for children.
- To support the organisation of curriculum and extra-curriculum activities, participating in educational visits.
- To assist groups of children, as required, for language, number, creative and play activities, giving individual attention to children with learning difficulties.
- To support development of children's concepts and understanding through the use of material, equipment, activities and discussion.
- To support development of children's social skills and confidence in activities with other individuals and groups.
- To support development of children's manipulative skills and confidence in the physical activities.
- To encourage children to explore and control their environment.

## Resources

- To ensure the nursery's resources, including all nursery supplies, books and other equipment, are kept in a good, clean and safe condition, reporting any problems to the Manager or Deputy.

## Health and Safety

- Ensure the highest standards of safety and security within the nursery.
- To ensure the proper use of security systems, reporting any faults to the Manager or Deputy
- Report all accidents in accordance with Policy ensuring the Manager or Deputy is made aware as soon as reasonably possible.
- Operate highest standards of cleanliness and hygiene within the nursery.
- To fully understand and comply with the Health and Safety Policy

## Record keeping/ Policies

- To maintain appropriate levels of confidentiality in relationships with staff, children and parents.
- Support the close monitoring of children about whom there are concerns.
- To fully understand and ensure the application of all nursery policies, procedures and practices, ensuring that OFSTED and national day-care standards are met, advising the Manager of any concerns.

## Co-ordination

- To support the work of qualified nursery staff in partnership working with parents/ carers and other family members, ensuring that their views are both sought and brought to the attention of the Manager
- To ensure that any issues are reported to a qualified staff member in a timely manner
- To attend and contribute to staff meetings and training sessions as appropriate outside working hours.

### **General**

- Carry out other duties appropriate to the grade and character of the work as may reasonably be required.

### **EQUAL OPPORTUNITIES**

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

### **HEALTH AND SAFETY**

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

**This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.**

## **Person Specification**

### **Qualifications:**

#### Essential

- To be working towards, or prepared to undertake an appropriate qualification in Early Years Child Care

#### Desirable

- Relevant professional qualification or experience

### **Experience:**

#### Essential

- Experience of caring for children

#### Desirable

- Experience of working in a Children's Nursery

### **Skills & Abilities:**

#### **Skills**

- Confident with children and carers
- An understanding of the principles of and commitment to providing a high level of Customer Service

#### **Able to**

- Work on a shift basis covering the operational hours of 8.00 am to 6.00 pm
- Read instructions and write short observation notes

#### **Essential personal qualities:**

- Approachable and open to working with a range of people, parents, professionals and children
- Commitment to team working and to the values of SCDA

- Understanding of and personal commitment to implementing anti-discriminatory practice
- Work well as a member of a team and demonstrate flexibility as needed
- Have patience and a good sense of humour
- Genuinely enjoy children's company
- Good timekeeping
- Be well presented
- Be in good health

**Circumstances:**

- Be willing to undergo health and enhanced DBS checks as required