

## **Main duties of staff at Little Tinkers**

- To ensure that the development and needs of all children attending the nursery are met through the implementation of the Foundation Stage curriculum and the guidance from birth to three matters; taking into account the SEN code of practice and an anti bias approach
- To understand child development and the importance of learning through play when planning activities for children
- To encourage and promote the development of a strong child, a skilful Communicator, a competent learner and a healthy child.
- To ensure health and safety, child protection and other relevant policies are complied with
- To keep appropriate records of the children's progression in accordance with the Data Protection Act
- To maintain equipment and resources ensuring cleanliness and safety.
- To promote equality and diversity in all aspects of the setting.
- To offer appropriate stimulation and support to children
- To actively support the development and review of all nursery policies and procedures
- To encourage parental involvement and support through the development of effective working relationships. .
- To support the implementation of any future Government Initiatives relating to the work of the nursery
- To undertake appropriate training in order to meet professional and personal development needs
- To work in a flexible manner to ensure that all the needs of the children and their families are met
- To encourage children to make choices in their play.
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- To share ideas and be imaginative in meeting a child's needs.

## **Health and Safety**

To operate safely within the workplace with regard to health and safety policies, procedures and safe working practices.

## **Equalities & Diversity**

To work within the Equality Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment at all times.

## **Policies**

To work at all times within the established policies and practices of the setting

## **Confidentiality**

Confidentiality is of prime importance. In the normal course of duties, the staff may have access to personal and or sensitive information. Such information will not be communicated

to anyone outside the setting. Confidential information is shared on a 'need to know' basis. Disciplinary action will be considered where a breach of confidence and or data breach has been established.