**WORK EXPERIENCE**

**Senior Nursery Practitioner - August 2017 – Present**

West End Nursery – 0141 945 5179

##### Responsibilities: Senior 1- 2 year olds

* To ensure responsibility for the effective daily management of the nursery alongside the Nursery/Deputy Nursery Manager, to have a sound knowledge of all Company policies, procedures, statutory welfare requirements and Care Inspectorate expectations and requirements, and to ensure that these are maintained at all times.
* To be a role model to the staff team. Be able to showcase high quality practice with regards to individual and group work with children, dealing with staff and parent issues as they arise.
* 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 support the Nursery/Deputy Nursery Manager to ensure that safeguarding procedures are followed in line with Local Authority and Company procedures.
* Ensure staff are up to date on their planning and progress reports for each child.
* To be proactive in marketing the nursery in a positive way through show arounds and management of enquiries.
* Continually motivate and develop the staff team within the nursery through effective role modelling, spending time in rooms throughout the setting.

**Support Worker – March 2017 – July 2017**

Scottish Autism – 0845 300 9277

##### Responsibilities: Housing Support

* Supporting the Service User within their home for general housekeeping, personal care, preparing meals and dealing with personal & staff money.
* Recording behaviours and activities on a daily basis, to see if there are any triggers relating to different behaviours and if they lead to self injurious behaviour, how they can be prevented.
* Administering daily medication and preparing to administer emergency Epilepsy medication at al times.
* Enabling the Service User to access their community on a daily basis, whether they have planned activities, shopping, going out for a walk or drive and going out for lunch or dinner during the week.
* Completing risk assessments for all activities, outings and restaurants being considered for Service Users.

**SENCO (Special Educational Needs Co-ordinator) – January 2015 – December 2016**

Fortis Green Nursery – 020 8883 1266

East Finchley, London

##### Responsibilities: 2-5 year olds

* SENCO – implementing support plans, liaising with outside professionals & parents, use of Makaton to encourage communication.
* Scaffolding and differentiating learning.
* Spontaneous & Narrative observations for key children, helping to track developmental progress of children.
* 2 year old checks
* Teaching pre-school lessons, concentrating on Phonics, pencil grip / control, recognising letters / name.
* Providing outdoor & indoor activities, relevant to the seven areas of development.

**Nursery Nurse – September 2011 – August 2014**

Jolly Tots - 028 9442 8111 Antrim, Northern Ireland

##### Responsibilities: 3 – 3.5 year olds

* Worked as part of a team that achieved an ‘All Ireland Centre of Excellence Award’
* Planning daily activities to cover the curriculum for outdoor and indoor play.
* Spontaneous observations for key for 6 month progress reports.
* Differentiating structured play for children with Special Educational Needs.

**EDUCATION**

**Masters Degree in Education; Module 1 – ‘Educational leadership: agency, professional learning and change’**

The Open University

* Part time, online course, I received 60 credit towards a Masters Degree. Completing the course reading and assignments after work and during the weekends.

**Higher Professional Diploma in Early Years.** Northern Regional College, Ballymena. September 2010 – July 2011. Level 4 – Awarded; Distinction

**BA (Hons), 2:2, Economics. September 2005 – June 2009**

University of Stirling, Scotland

**PERSONAL STATEMENT**

I have substantial experience of working with children in various childcare settings. I am interested in and challenged by how children develop, learn and interact and I believe I will excel in a management role.

I have a natural ability to connect with young children. I am patient and highly motivated. I find working with young children highly rewarding. To see them improve, develop socially and learn new skills, and knowing that I have helped them achieve this is truly fantastic.

Through my extensive range of both practical and academic experience I have gained a knowledge and understanding of child development. I am organised, responsible and reliable, evidenced by my key holder position and my SENCO roles.

I have experience working within different nursery environments in Northern Ireland & England and I have thoroughly enjoyed educating myself with the frameworks within Scotland. I particularly relate to ‘Building the Ambition’ as I feel it interlinks well with what I learned within my SENCO role, creating support plans / activities, based on the child’s individual learning abilities and not to focus on the benchmarks for their age.

I have been involved in developing and implementing support plans and activity-based learning, using various teaching tools such as Phonics and differentiating structured play. These are essential qualities when dealing with children where structure and order are as important as creativity and initiative. These qualities have allowed me to contribute to the smooth and successful operation of both nurseries and to the well being of the children who attend. I believe these are qualities which would make me an asset to the management team. Likewise I understand the need to be both flexible and adaptable to the individual needs of children and the need to nurture them so that they are safe, having fun, and allowed to achieve in the settings in which I have worked. These are key skills I have further developed with my various key children through one to one guidance and tailored engagement. Furthermore, my previous roles have allowed me to develop communication and collaboration skills in teamwork and through liaising with various professions, colleagues and parents.

In all my previous roles working with children I have been aware of the importance of safeguarding and understood and adhered to the safeguarding policies of the nurseries. I understand the role that all agencies have in ensuring that children are kept safe and allowed to meet their potential. My voluntary work during my undergraduate study and my pursuit of further education at Masters Level alongside full time employment demonstrates both my passion for child development and my motivation and self discipline. This was very challenging involving efficient time management and commitment- skills which are essential when working with children.

I have dedicated years, both academically and in my employment, to working with children in various roles. I know this in an industry in which I thrive and I can personally contribute. I feel I am confident and ready to take the next step in my career by working my way into management. I am an adaptable person with good teamwork and interpersonal skills as well as the dedication to excel working on my own. I have the necessary ability to work with both children and their families to create and positive and caring environment in order to provide the best possible start in life. I would enjoy the challenge of working within the management team to achieve this end.