

key person's job description

The Key Person has special responsibilities for working with a small number of children and their families. Young children require consistency of care and attachments.

The responsibility of the Key Person is as follows:

- To build a relationship with the child to enable the child to feel safe and secure in the Nursery environment
- To know the interests and stage of development of their key children
- Monitoring the emotional, intellectual and physical development of the key children. This is carried out through observations and assessments. The outcomes are shared with the child and parents/carers and are used to support the individual planning for the child, 'what comes next?'
- Observations recorded in children's electronic Learning Journals include WOW moments (something that has happened for the first time), specific dialogue, the child's interests and anything that is significant to the child's learning and development
- The Nursery also provides a second Key Person for each child. The role of the second person is to liaise and work in partnership with the parent/carer in the absence of the Key Person
- To work closely in partnership with the parents/carers. Observations and assessments are paramount to the wellbeing and development of the child
- To support the child and family with their transition from one room to another or onto school