

**Job Title:** Early Years Practitioner – Level 3

**Reports To:** Early Years Manager

### **JOB PURPOSE**

To work as a key person and as part of the setting team, under the direction of the Early Years Manager to provide safe, caring, high quality education for children aged 2 to 5.

### **Key Responsibilities**

- To design and deliver play based activities appropriate for children aged 2 – 5 years, in-line with the Early Years Foundation Stage Framework and the associated Areas of Learning.
- To act as a key person for a given group of children and to ensure that the assessment, monitoring and recording of individual children's development takes place.
- To communicate children's progress to the Early Years Manager and their parents at regular intervals.
- To read and be familiar with the setting's policies and statutory requirements.
- To contribute to the planning for the short, medium and long term goals for the setting.
- To keep confidential any information which is learned as part of the job, regarding children, their families or other staff members.
- To work as part of the team and support colleagues.
- To create a working environment where children wish to attend and people are keen to work.

### **Principal Duties**

- To set-up and clear away equipment and resources used to provide safe, stimulating activities to meet the social, linguistic, creative, physical, imaginative and emotional needs of each child.
- To assist with planning, ensuring all children's needs are being met.
- To ensure that high standards of hygiene and safety are maintained at all times.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Encourage the inclusion and acceptance of all children within the setting.
- Select and prepare resources to take account of the children's interests, language and cultural backgrounds
- To communicate to the Early Years Manager any concerns regarding the safety or care of any of the children.
- Liaise with parents/carers, and where appropriate other relevant bodies (such as Health Visitors), to gather appropriate children's information.
- Monitor, evaluate and adjust individual plans as appropriate as the children reach their next stage in their development.
- Directly contribute to creating a good, happy atmosphere at each session.
- Take time to listen and respond to children and encourage them to develop.
- Provide information and advice to enable the children to make choices about their own behaviour.
- Welcome visitors to the setting and ensure that all health & safety and safeguarding precautions are taken and/or explained.
- To change nappies and attend to children's personal needs as required.
- Encourage and take part in fundraising activities for the setting.
- To attend staff meetings, appraisals and other work-related arrangements as required.
- To attend appropriate work-related training.

- Where appropriate, to challenge existing policies and procedures and recommend / contribute to alternatives for the continual improvement of the setting.
- To read and be familiar with Staff Policies.
- To attend work on time and in uniform, and conduct oneself in a professional and welcoming manner.
- Deliver to and accept feedback from other members of the staff team in accordance with associated procedures.

## PERSON SPECIFICATION

### Qualifications:

- Minimum of a relevant Level 3 Children & Young People's Workforce qualification
- Be DBS Checked and pass on-going suitability requirements
- Paediatric First Aid certificate
- Certificate in Food hygiene or Food Safety in Catering
- Level 2 Award in Safeguarding & Protecting Children and Young People
- e-Safety on-line training

### Skills:

To enjoy working with children.

Ability to communicate and maintain friendly and professional relationships with children, parents and staff.

Ability to work on own initiative, work in a team and to cope within a busy setting.

Be prepared to seek guidance when necessary.

Be committed to the safeguarding of children and willing to promote the welfare of children at all times.

Please sign and date below to indicate that you have read and understood the roles and duties expected of you as detailed above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_